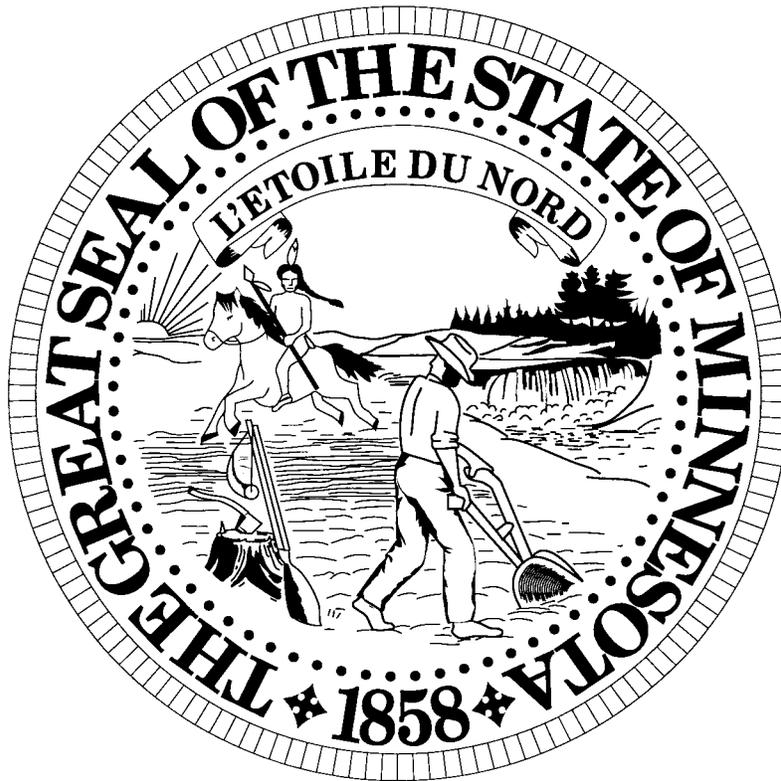


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State Register

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State Register

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The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

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#48	TUESDAY 27 MAY	Noon Tuesday 20 May	Noon Wednesday 14 May
#49	Monday 2 June	Noon Tuesday 27 May	Noon Wednesday 21 May
#50	Monday 9 June	Noon Tuesday 3 June	Noon Wednesday 28 May
#51	Monday 16 June	Noon Tuesday 10 June	Noon Wednesday 4 June

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State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155
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NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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Proposed Rules

Comments on Planned Rules or Amendments

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rules Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* § § 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rules. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record is then closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rules Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Department of Public Safety

Minnesota Bureau of Criminal Apprehension

Proposed Permanent Rules Relating to Chemical Tests for Intoxication

NOTICE OF HEARING

Proposed Amendments to Rules Governing Chemical Testing for Intoxication, *Minnesota Rules*, Chapters 7501 and 7502; Proposed Repeal of *Minnesota Rules*, parts 7502.0300; 7502.0420, subparts 1 and 2; and 7502.0430

Public Hearing. The Department of Public Safety intends to adopt rules after a public hearing following the procedures set forth in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2200 to 1400.2240, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.131 to 14.20. The agency will hold a public hearing on the above-entitled rules in council chambers at the Coon Rapids City Hall, 1115 Robinson Drive NW, Coon Rapids, Minnesota 55433, starting at 9:00 a.m. on Tuesday, July 1, 2003, and continuing until the hearing is completed. Additional days of hearing will be scheduled if necessary. All interested or affected persons will have an opportunity to participate by submitting either oral or written data, statements, or arguments. Statements may be submitted without appearing at the hearing.

Administrative Law Judge. The hearing will be conducted by Administrative Law Judge George Beck, who can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, telephone (612) 341-7601 and FAX (612) 349-2665. The rule hearing procedure is governed by *Minnesota Statutes*, sections 14.131 to 14.20, and by the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2000 to 1400.2240. Questions concerning the rule hearing procedure should be directed to the Administrative Law Judge.

Subject of Rules, Statutory Authority, and Agency Contact Person. The proposed rules concern intoxication testing in the State of Minnesota pursuant to our DWI laws. These rules apply to the practicalities of intoxication testing such as what methods or instruments can be used and how they can meet approval; how tests are performed and who is competent to perform them or evaluate the results; and public notice concerning approved instruments. The effect of these rules is to provide Minnesotans with the most accurate and reliable testing available, both today and in future, resulting in greater protections for the test subject.

More specifically, the proposed rules address issues concerning requirements for preliminary breath testing device approvals and public notice of the approved devices. The proposed rules also address the following issues concerning evidentiary breath testing instruments: continued use of currently approved breath-testing instruments; the manner in which future instruments will be approved for use in Minnesota; minimum requirements, standards and specifications for approval; procedures for performing a valid breath test; certification and competency of test operators; certification revocation; and public notice of approved instruments. Finally, the proposed rules also address the methods to be utilized and minimum procedural requirements necessary to perform testing of blood and urine samples for alcohol.

The proposed rules are authorized by *Minnesota Statutes*, section 169A.75. A copy of the proposed rules is published in the *State Register*. The agency contact person is: David B. Petersen, Assistant Laboratory Director, Minnesota Bureau of Criminal

Proposed Rules

Apprehension, 1246 University Avenue, St. Paul, MN 55104, **Phone:** (651) 642-0700, **FAX:** (651) 643-3018 and **email** david.b.petersen@state.mn.us. TTY users may call the Department of Public Safety at 651-282-6555.

Statement of Need and Reasonableness. A Statement of Need and Reasonableness is now available for review at the agency offices and at the Office of Administrative Hearings. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The statement is available for review and downloading from the BCA's home page accessible via the agency's website at www.dps.state.mn.us. The statement may also be reviewed and copies obtained at the cost of reproduction from the agency contact listed above.

Free Copy of the Rules. A free copy of the rules is available either by downloading from the BCA homepage, which can be accessed through the department's website at www.dps.state.mn.us, or by contacting the agency contact listed above.

Public Comment. You and all interested or affected persons, including representatives of association and other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five-working-day rebuttal period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day rebuttal period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

Alternative Format/Accommodation. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rules may be modified as a result of the rule hearing process. Modifications must be supported by data and views presented during the rule hearing process, and the adopted rules may not be substantially different than these proposed rules, unless the procedure under *Minnesota Rules*, part 1400.2110, has been followed. If the proposed rules affect you in any way, you are encouraged to participate.

Adoption Procedure After the Hearing. After the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date when the judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rules and the rules are filed with the Secretary of State, or ask to register with the agency to receive notice of future rule proceedings, and can make these requests at the hearing or in writing to the agency contact person stated above.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota, 55155, **telephone** (651) 296-5148 or 1-800-657-3889.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated 12 May 2003

Rich Stanek, Commissioner
Minnesota Department of Safety

7501.0100 DEFINITIONS.

[For text of subpart 1, see M.R.]

Subp. 1a. Alcohol. "Alcohol" means ethyl alcohol.

[For text of subps 2 to 7, see M.R.]

7501.0300 MINIMUM STANDARDS AND SPECIFICATIONS.

Screening devices used pursuant to *Minnesota Statutes*, section 169A.41, must meet the following minimum standards and specifications:

A. Accuracy of ~~the~~ a screening device that cannot be calibrated and is intended to perform more than one test must remain consistent during a storage life of one year from the date of purchase, at storage temperatures ranging between minus 30 degrees Fahrenheit to 120 degrees Fahrenheit.

[For text of items B to H, see M.R.]

Proposed Rules

7501.0400 APPLICATION FOR APPROVAL, REQUIRED INFORMATION.

In each application submitted to the commissioner for approval of a screening device, the following information must be included:

[For text of items A to C, see M.R.]

D. ~~a certification from a nationally recognized independent testing laboratory that the screening device meets the minimum specifications and standards as set out by part 7501.0300~~ documentation that the screening device meets the model specifications of the United States Department of Transportation, National Highway Traffic Safety Administration (NHTSA), in the Conforming Products List of Evidential Breath Measurement Devices, as contained in *Federal Register*, volume 65, page 45419 (July 21, 2000), or in any other such list as may be established by the NHTSA evidencing that the screening device meets the model specifications, as published from time to time in the *Federal Register*.

7501.0900 LIST OF APPROVED SCREENING DEVICES.

A current official list of screening devices that have been approved by the commissioner for use in Minnesota must be published at least once per year and when a new breath-testing instrument or ancillary device is approved.

7502.0100 DEFINITIONS.

[For text of subpart 1, see M.R.]

Subp. 2. **Administer.** “Administer” means the collection of a ~~specimen~~ sample of blood, breath, or urine from a person for the purpose of analyzing the ~~specimen~~ sample to determine alcohol concentration.

Subp. 2a. **Air blank analysis.** “Air blank analysis” means a test of an ambient air sample to ensure that the instrument produces a zero result.

Subp. 2b. **Alcohol.** “Alcohol” means ethyl alcohol.

Subp. 2c. **Ancillary devices.** “Ancillary devices” means mouthpieces and simulators.

Subp. 3. **Commissioner.** “Commissioner” means the commissioner of public safety of the state of Minnesota or employees or agents acting under the authority of the commissioner.

Subp. 3a. **Control.** “Control” means a solution that yields a predictable alcohol concentration reading.

Subp. 3b. **Diagnostics.** “Diagnostics” means an internal check of an instrument to ensure that the instrument is operating properly.

Subp. 3c. **Director.** “Director” means the director of the Forensic Science Laboratory, Bureau of Criminal Apprehension, Minnesota Department of Public Safety.

Subp. 3d. **Instrument.** “Instrument” means a device or combination of devices that measures alcohol concentration.

Subp. 4. **Interpret or evaluate.** “Interpret or evaluate” means to derive an alcohol concentration reading from analysis of a sample of blood, breath, or urine. ~~For an Intoxilyzer 5000 a test administered with a commissioner-approved, breath-testing instrument,~~ “interpret or evaluate” means reading the reported numerical value resulting from analyses of the breath samples.

[For text of subp 5, see M.R.]

Subp. 6. **Simulator.** “Simulator” means a device that delivers a calibration standard to an approved breath-testing instrument.

7502.0400 PERSONS ADMINISTERING OR EVALUATING BREATH TESTS.

Subpart 1. **Certification.** ~~The commissioner shall issue a certificate to any person who has satisfactorily successfully completed a course given or approved by the commissioner or acting agents in the use of an a specific, commissioner-approved, breath-testing instrument specially manufactured to analyze a specimen of breath to determine the alcohol concentration. The certificate certifies the holder as qualified to operate that specific model of a commissioner-approved, breath-testing instrument. Certified operators of a specific model of a commissioner-approved, breath-testing instrument may administer a breath test using that specific model of a commissioner-approved, breath-testing instrument at the direction of a peace officer.~~

Subp. 2. **Competency.** ~~After completion of the described course such person may be required to periodically demonstrate. A certificate described in subpart 1 is valid for two years; the period for which a certificate is valid may be extended to three years for cause. A certificate may be renewed after the certified operator demonstrates to the commissioner or duly authorized and acting agents, competence to satisfactorily operate the model of instrument for which the operator is certified. “Cause” includes the inability of the certified operator to demonstrate to the commissioner competence to satisfactorily operate the model of instrument for which the operator is certified within the period of validation due to personal or employment-related reasons.~~

Subp. 3. **Warning letter.** The commissioner shall issue a warning letter to a certified operator if the director finds that a certified operator has not demonstrated competence to satisfactorily operate the instrument for which the operator is certified. The letter must state that:

A. the certified operator has failed to demonstrate competence to operate the instrument for which the operator is certified;

Proposed Rules

B. the certified operator has 30 days in which to demonstrate to the commissioner competence to satisfactorily operate the model of instrument for which the certified operator is certified; and

C. the commissioner shall revoke the certificate if competence to satisfactorily operate the model of instrument is not demonstrated within the 30-day period.

Subp. 4. **Revocation.** Failure of a certified operator to demonstrate to the commissioner competence to satisfactorily operate the model of instrument for which the certified operator is certified will result in the revocation by the commissioner of the certificate described in subpart 1.

7502.0410 METHODS OF ANALYZING BREATH SAMPLES.

~~Breath samples must be tested for alcohol concentration using procedures approved and certified to be valid and reliable testing procedures by the director, Forensic Science Laboratory, Bureau of Criminal Apprehension, Department of Public Safety of the state of Minnesota.~~

Subpart 1. **Test administration.** Procedures for the administration of a breath test must include the following procedures conducted in exact sequence from item A through item I:

A. observation by a peace officer, by a person acting at the direction of a peace officer, or by a combination of peace officers or persons acting at the direction of a peace officer, of the test subject for a minimum of 15 minutes before collecting the first breath sample of a breath test, during which time the test subject does not ingest alcohol;

B. diagnostics;

C. air blank analysis;

D. adequate breath sample analysis;

E. air blank analysis;

F. an analysis of a calibration standard utilizing a simulator, the results of which must fall within 0.01 alcohol concentration of the established reference value of the calibration standard;

G. air blank analysis;

H. adequate breath sample analysis; and

I. air blank analysis.

Subp. 2. **Adequate sample.** If a test is administered with a commissioner-approved, breath-testing instrument, a breath sample accepted as valid by the instrument is considered adequate.

Subp. 3. **Failure to provide.** Failure of a person to provide two separate, adequate breath samples constitutes a refusal, unless the failure is the result of physical inability to provide a sample, in which case a sample of blood or urine must be provided by the person.

7502.0420 INSTRUMENTS FOR ANALYZING BREATH SAMPLES.

Subpart 1. [See repealer.]

Subp. 2. [See repealer.]

Subp. 3. **Intoxilyzer 5000, Series 68.** The Intoxilyzer ~~5000~~ 5000EN model instrument, which is commonly referred to as the Minnesota Model or Series 68; and identified by the serial number SN68-01 and followed by four digits, and which uses infrared technology, is approved for use in this state for the purpose of determining the alcohol concentration of a breath sample. This approved model instrument includes all operational specifications that utilize software updates and changes through Software Version G1408.43 and Slave 75_0037.

Subp. 4. **Minimum standards.** Models of breath-testing instruments must meet or exceed the following minimum standards:

A. The analytical hardware of the instrument must meet the model specifications of the United States Department of Transportation, National Highway Traffic Safety Administration (NHTSA), in the Conforming Products List of Evidential Breath Measurement Devices, as contained in *Federal Register*, volume 65, page 45419 (July 21, 2000), or in any other such list as may be established by the NHTSA evidencing that the screening device meets the model specifications, as published from time to time in the *Federal Register*.

B. The instrument must be capable of acquiring and analyzing a sample of ambient air.

C. The instrument must be capable of conducting 50 tests on a calibration standard without reducing the concentration of the calibration standard more than three percent.

D. When analyzing breath samples from individuals who are alcohol free, the instrument must not indicate an alcohol concentration greater than 0.000.

E. The alcohol concentration reading must not be increased or decreased by more than 0.004 as a result of the presence of acetone.

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F. In a controlled experiment using a minimum of 20 subjects who have consumed sufficient alcohol to produce alcohol concentrations between 0.02 and 0.16 grams per 100 milliliters of blood, breath tests administered in conjunction with nearly simultaneous administration of blood tests must be subjected to statistical analysis to determine the coefficient of correlation and the slope and intercept of the least squares regression line. The paired observations thus tested must meet the following standards: Correlation coefficient: 1.0 ± 0.03 ; Regression line slope: 1.0 ± 0.03 ; Regression line Y intercept: 0.00 ± 0.01 .

G. The instrument must be linear in response over an alcohol concentration range of 0.000 to 0.400.

H. The instrument must be designed in such a way as to prevent a false positive or false negative measurement of alcohol concentration caused by the presence of a radio frequency field of ten volts per meter or less in the frequency range of 0.5 to 1,000 megahertz.

I. The instrument must be designed to comply with recognized safety requirements. Listing or certification by Underwriter's Laboratory or any other nationally recognized testing laboratory recognized by the United States Occupational Safety and Health Administration under *Code of Federal Regulations*, title 29, section 1910.7, as meeting an appropriate standard for equipment of this type meets this requirement.

J. The instrument must employ a removable and disposable mouthpiece through which subject breath samples may be provided for analysis. The mouthpiece must be designed to prevent the admission of small amounts of saliva that may be entrained in a normal breath sample and to retain these small amounts of saliva that may be entrained in a normal breath sample within the mouthpiece until the mouthpiece is disposed of.

Subp. 5. **Minimum specifications.** Operation of specific models of breath-testing instruments must meet or exceed the following minimum requirements:

A. The breath-testing instrument must be capable of analyzing breath from a test subject utilizing the breath-testing sequence pursuant to part 7502.0410, subpart 1, items B through I.

B. The analytical result must be expressed in alcohol concentration as grams of alcohol per 210 liters of breath.

C. The breath-testing instrument must be capable of providing a report of the analytical results.

Subp. 6. **Evaluation.** Prior to approval pursuant to subpart 7, the director must evaluate all models of breath-testing instruments and ancillary devices used. All costs associated with the evaluation of breath-testing instruments and ancillary devices must be paid by the entity requesting evaluation.

Subp. 7. **Approval.** The commissioner shall approve only those instruments and ancillary devices for use in determining the alcohol concentration of breath samples that meet the specifications listed in subpart 4, and that meet the specifications listed in subpart 5, as evaluated by the director under subpart 6.

Subp. 8. **List.** A current official list of models and specifications of breath-testing instruments and ancillary devices that have been approved by the commissioner for use in Minnesota must be published at least once per year and when a new breath-testing instrument or ancillary device is approved.

7502.0700 METHODS OF ANALYZING BLOOD OR URINE SAMPLES.

Subpart 1. **Method.** Blood and urine samples must be tested for alcohol using only procedures ~~approved and certified to be valid and reliable testing procedures by the director, Forensic Science Laboratory, Bureau of Criminal Apprehension, Minnesota Department of Public Safety,~~ based upon one of the following quantitative methods:

A. gas chromatography; ~~or~~

B. alcohol dehydrogenase reaction;

~~C. microdiffusion; or~~

~~D. oxidation of distillate with potassium dichromate.~~

Subp. 2. **Calibration.** A minimum of three calibrators must be used to calibrate the gas chromatograph at the beginning of every batch of samples analyzed using gas chromatography.

Subp. 3. **Controls.** A minimum of three controls must be included with every batch of samples analyzed:

A. one control at a concentration of 0.00 grams of alcohol per deciliter;

B. one control at a concentration less than or equal to 0.10 grams of alcohol per deciliter; and

C. one control at a concentration greater than 0.10 grams of alcohol per deciliter. The control analysis results must fall within five percent of the target concentration or within an alcohol concentration of 0.005 of the target concentration, whichever is the larger.

Subp. 4. **Results.** Samples must be analyzed in duplicate. Duplicate analysis results must be within five percent of each other or within an alcohol concentration of 0.005 of each other, whichever is larger.

Subp. 5. **Proficiency.** Laboratories that perform analysis of blood and urine samples for alcohol must participate in proficiency

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surveys operated by the College of American Pathologists or the United States Department of Transportation.

REPEALER. Minnesota Rules, parts 7502.0300; 7502.0420, subparts 1 and 2; and 7502.0430, are repealed.

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

Expedited and Emergency Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Board of Animal Health

Adopted Permanent Rules Relating to Importation of Cattle and Bison

The rules proposed and published at *State Register*, Volume 27, Number 29, pages 1113-1114, January 13, 2003 (27 SR 1113), are adopted as proposed.

Department of Human Services

Adopted Permanent Rules Relating to Mental Health Services

The rules proposed and published at *State Register*, Volume 27, Number 35, pages 1353-1355, February 24, 2003 (27 SR 1353), are adopted as proposed.

Executive Orders

The governor has the authority to issue written statements of orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

Office of the Governor

Executive Order #03-08: Providing for Establishment of the Minnesota Biosciences Council

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

WHEREAS, the biosciences industry poses the potential for unprecedented growth and vitality to Minnesota's economy;

WHEREAS, Minnesota's history, existing expertise and economic infrastructure make it better prepared than most other states to capitalize on the rapidly emerging biosciences industry and to become a world leader;

Executive Orders

WHEREAS, the State of Minnesota and its political subdivisions can play a significant role in assisting the continued development of biosciences and related industries in Minnesota and to help attract new biosciences businesses to the State of Minnesota; and

WHEREAS, effective public support for the burgeoning biosciences industry requires input from experts in the field of biosciences including leaders within the biosciences industry, academic institutions and the investment industry.

NOW, THEREFORE, I hereby order the establishment of the Minnesota Biosciences Council.

1. The Minnesota Biosciences Council will serve as a biosciences policy advisor to the Governor, will make recommendations on effective state strategies to support the industry and will be a catalyst for the creation, development and retention of biosciences businesses and supportive institutions in Minnesota.
2. The Council shall also:
 - a. Serve as a balanced forum for knowledgeable discussion and evaluation of Minnesota's biosciences industry;
 - b. Develop and provide advice on public policy strategies aimed at enhancing the growth of the biosciences industry in Minnesota;
 - c. Promote greater understanding and support for Minnesota's biosciences industry;
 - d. Serve as an advisor and catalyst for the development of bioscience partnerships between industry, academic institutions, funding groups and other entities; and
 - e. Identify and promote other opportunities that will help grow and retain the biosciences industry in Minnesota.
3. The Council shall be composed of 15 members appointed by the Governor including:
 - a. The Commissioner of Trade and Economic Development, or designee;
 - b. Seven members from the biosciences industry;
 - c. One member from the investment industry;
 - d. Three members from academic institutions; and
 - e. Three members with knowledge or background relative to the Council's mission.
4. The President of the Senate may designate two senators, one Democrat and one Republican, and the Speaker of the House of Representatives may designate two representatives, one a Democrat and one a Republican, to attend and communicate legislative perspectives to the Council.
5. The Commissioner of Trade and Economic Development, or designee, shall serve as the Chair for the Council. At the Commissioner's discretion, the Commissioner may at any time delegate his functions as the Chair to another member of the Council.
6. The Department of Trade and Economic Development shall provide staff support for the Council as needed.
7. Council members shall serve a two-year term. The Governor will fill any vacancies on the Council.
8. Commission members shall serve on a voluntary basis, and are not eligible for payment of expenses from the Governor's office or the Department of Trade and Economic Development.

Pursuant to *Minnesota Statutes 2002*, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and will remain in effect, in accordance with *Minnesota Statutes 2002*, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 13th day of May 2003.


Tim Pawlenty
Governor

Filed According to Law:


Mary Kiffmeyer
Secretary of State

Official Notices

Pursuant to Minnesota Statutes § 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The State Register also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Minnesota STATE FAIR - Agricultural Society

Board Meeting Notice

The board of managers of the Minnesota State Agricultural Society will meet at 9 a.m. Wednesday, June 4 at the Libby Conference Center on the State Fairgrounds. The Society is the governing body of the Minnesota State Fair. The session opens with a meeting of the board's sales committee, followed immediately by a general business meeting of the board. Agendas are available upon request; please phone the Minnesota State Fair at (651) 642-2200.

Minnesota Comprehensive Health Association

Notice of Meeting of the Enrollee Appeal Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 12:00 p.m. on Thursday, May 29, 2003, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s) pursuant to *Minnesota Statutes* 62E 10, subd. 4.

For additional information, please call Lynn Gruber at (952) 593-9609.

Minnesota Department of Health

Division of Facility and Provider Compliance

Request for Comments on Possible Rules Governing Hospice Providers, and Amendment of *Minnesota Rules*, Chapters 4668 and 4669

Subject of Rules. The Minnesota Department of Health requests comments on its possible rules governing the licensure of hospice providers. The Department is considering a separate hospice rule, to replace the hospice portion of the current Home Care and Hospice Services Rule. This new hospice rule would include the subject areas affecting hospice providers in the existing Home Care and Hospice Services Rule, plus additional provisions that reflect industry standards and that are consistent with the new hospice statute enacted in March of 2002. The hospice portion of the existing Home Care and Hospice Services Rule, *Minnesota Rules*, chapters 4668 and 4669, would need to be amended or repealed, as appropriate.

Currently hospice providers are regulated with home care providers under *Minnesota Statutes*, sections 144A.43 to 144A.48, and *Minnesota Rules*, chapters 4668 and 4669. The new hospice statute, *Minnesota Statutes*, sections 144A.75 to 144A.756, is effective upon the adoption by the Department of Health of new rules for the regulation of hospice providers.

The new hospice rule would establish minimum standards to assure protection of the health, safety, and well-being of and appropriate treatment for the consumers of hospice services. The new hospice rule will potentially address the following subjects: training of the persons providing the services; supervision or monitoring; documentation of an evaluation or assessment and treatment plan, medication management; and other areas as described in *Minnesota Statutes*, section 144A.752. The Department will also consider any other suggested amendments that would reduce the burden of compliance for hospice providers.

Persons Affected. The new hospice rule and amendments to *Minnesota Rules*, chapters 4668 and 4669, would likely affect all hospice programs, residential hospice providers, and nursing homes and home care providers that offer hospice services.

Statutory Authority. *Minnesota Statutes*, section 144A.752, subd. 1, requires the Department to adopt rules for the regulation of hospice providers, and lists topics to be included in the rules. Existing Home Care and Hospice Services Rules, *Minnesota Rules*, chapters 4668 and 4669, govern the licensure of hospices until new hospice rules are adopted.

Public Comment. Interested persons or groups may submit comments or information on the possible rules in writing or orally until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. The Department will be establishing a small work group of hospice professionals to provide comment on the possible rules. The Department hopes that this work group will complete its review of the planned rules by June 30, 2003.

Rules Drafts. The Department has prepared a draft of the possible new hospice rules. A copy of that draft will be available on the Minnesota Department of Health's **Website** at: www.health.state.mn.us/divs/fpc/hospicerules.html. The Department has not yet prepared a draft of amendments to *Minnesota Rules*, chapters 4668 and 4669.

Contact Person. Written or oral comments, questions, requests to receive a draft of the rules, and requests for more information on these planned rules should be directed to:

Kay Herzfeld, Minnesota Department of Health
 Facility and Provider Compliance Division
 85 East Seventh Place, P.O. Box 64900
 St. Paul, Minnesota 55164-0900
Phone: (651) 215-8726
FAX: (651) 215-8710
e-mail: MDH-HospiceRules@health.state.mn.us

TTY users may call the Department at (651) 215-8980 and/or the Minnesota Relay Service at (800) 627-3529.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Note: Comments received in response to this notice will **NOT** necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: May 15, 2003

Dianne M. Mandernach, Commissioner
 Minnesota Department of Health

Department of Health

MCSHN (Minnesota Children with Special Health Needs) Cost Sharing Schedule

The applicant's share is one percent of cost for each \$1000 or fraction of income above 60 percent of the State's gross median income for a household of the same size as the applicant's. The applicant's percent share is found on the schedule by looking under the number which corresponds with the number of members in the applicant's household shown on the far left of that income level. For each additional household member greater than 10, add 3 percent to 144 percent for each additional household member and multiply the new percentage by the State's dollar amount for four - person households.

Income Levels By Number of Members in Household 7/1/03 - 6-30-03

%	1	2	3	4	5
0	0 - 22662	0 - 29635	0 - 36608	0 - 43581	0 - 50554
1	22663 - 23662	29636 - 30635	36609 - 37608	43582 - 44581	50555 - 51554
2	23663 - 24662	30636 - 31635	37609 - 38608	44582 - 45581	51555 - 52554
3	24663 - 25662	31636 - 32635	38609 - 39608	45582 - 46581	52555 - 53554
4	25663 - 26662	32636 - 33635	39609 - 40608	46582 - 47581	53555 - 54554
5	26663 - 27662	33636 - 34635	40609 - 41608	47582 - 48581	54555 - 55554
6	27663 - 28662	34636 - 35635	41609 - 42608	48582 - 49581	55555 - 56554
7	28663 - 29662	35636 - 36635	42609 - 43608	49582 - 50581	56555 - 57554
8	29663 - 30662	36636 - 37635	43609 - 44608	50582 - 51581	57555 - 58554
9	30663 - 31662	37636 - 38635	44609 - 45608	51582 - 52581	58555 - 59554
10	31663 - 32662	38636 - 39635	45609 - 46608	52582 - 53581	59555 - 60554
11	32663 - 33662	39636 - 40635	46609 - 47608	53582 - 54581	60555 - 61554
12	33663 - 34662	40636 - 41635	47609 - 48608	54582 - 55581	61555 - 62554
13	34663 - 35662	41636 - 42635	48609 - 49608	55582 - 56581	62555 - 63554
14	35663 - 36662	42636 - 43635	49609 - 50608	56582 - 57581	63555 - 64554
15	36663 - 37662	43636 - 44635	50609 - 51608	57582 - 58581	64555 - 65554
16	37663 - 38662	44636 - 45635	51609 - 52608	58582 - 59581	65555 - 66554
17	38663 - 39662	45636 - 46635	52609 - 53608	59582 - 60581	66555 - 67554
18	39663 - 40662	46636 - 47635	53609 - 54608	60582 - 61581	67555 - 68554

Official Notices

%	6	7	8	9	10
0	0 - 57527	0 - 58834	0 - 60142	0 - 61449	0 - 62757
1	57528 - 58527	58835 - 59834	60143 - 61142	61450 - 62449	62758 - 63757
2	58528 - 59527	59835 - 60834	61143 - 62142	62450 - 63449	63758 - 64757
3	59528 - 60527	60835 - 61834	62143 - 63142	63450 - 64449	64758 - 65757
4	60528 - 61527	61835 - 62834	63143 - 64142	64450 - 65449	65758 - 66757
5	61528 - 62527	62835 - 63834	64143 - 65142	65450 - 66449	66758 - 67757
6	62528 - 63527	63835 - 64834	65143 - 66142	66450 - 67449	67758 - 68757
7	63528 - 64527	64835 - 65834	66143 - 67142	67450 - 68449	68758 - 69757
8	64528 - 65527	65835 - 66834	67143 - 68142	68450 - 69449	69758 - 70757
9	65528 - 66527	66835 - 67834	68143 - 69142	69450 - 70449	70758 - 71757
10	66528 - 67527	67835 - 68834	69143 - 70142	70450 - 71449	71758 - 72757
11	67528 - 68527	68835 - 69834	70143 - 71142	71450 - 72449	72758 - 73757
12	68528 - 69527	69835 - 70834	71143 - 72142	72450 - 73449	73758 - 74757
13	69528 - 70527	70835 - 71834	72143 - 73142	73450 - 74449	74758 - 75757
14	70528 - 71527	71835 - 72834	73143 - 74142	74450 - 75449	75758 - 76757
15	71528 - 72527	72835 - 73834	74143 - 75142	75450 - 76449	76758 - 77757
16	72528 - 73527	73835 - 74834	75143 - 76142	76450 - 77449	77758 - 78757
17	73528 - 74527	74835 - 75834	76143 - 77142	77450 - 78449	78758 - 79757
18	74528 - 75527	75835 - 76834	77143 - 78142	78450 - 79449	79758 - 80757

Department of Human Services

Aging Initiative – Continuing Care for the Elderly

Public Notice Regarding a Payment Rate Change for Nursing Facilities Participating in the Medical Assistance Program

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance (MA) Program, and to the public, of an anticipated payment rate change for nursing facilities participating in the MA Program.

This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of the Social Security Act), which requires the Department to publish final facility payment rates, the methodologies underlying the establishment of such rates, and the justification for such rates. It is also published pursuant to the *Code of Federal Regulations*, Title 42, section 447.205, which requires public notice of any significant change in the methods and standards for setting payment rates for MA services.

The Department is notifying interested parties that the legislature is expected to enact the following change to nursing facility payment rates:

- Effective June 1, 2003, nursing facilities will receive a per diem rate adjustment in an amount not to exceed \$5.56 per resident day. It is expected that this change will be enacted in either House File 437-5, Article 3, Section 38 (amending *Minnesota Statutes*, §256B.431 with a new subdivision 38) or in Senate File 1532-1, Article 4, Section 16 (amending *Minnesota Statutes*, §256B.431 with a new subdivision 38).

The effect of the change is an increase in state Medical Assistance expenditures for nursing facility services. Costs are projected to be up to \$24,349,000.00 in State Fiscal Year 2004 and up to \$24,214,000.00 in State Fiscal Year 2005.

The Department anticipates adding this change to its MA State plan. Individual nursing facility payment rates are available from Sue Banken, Minnesota Department of Human Services, Aging Initiative, 444 Lafayette Road North, St. Paul, Minnesota, 55155-3844; **phone** (651) 296-5724 or **email**: sue.banken@state.mn.us.

Department of Human Services

Continuing Care for People with Disabilities

Public Notice Regarding a Payment Rate Change for Intermediate Care Facilities for Persons with Mental Retardation (ICFs/MR) Participating in the Medical Assistance Program

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance (MA) Program, and to the public, of an anticipated payment rate change for ICFs/MR participating in the MA Program.

This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of the Social Security Act), which requires the Department to publish final facility payment rates, the methodologies underlying the establishment of such rates, and the justification for such rates. It is also published pursuant to the *Code of Federal Regulations*, Title 42, section 447.205, which requires public notice of any significant change in the methods and standards for setting payment rates for MA services.

The Department is notifying interested parties that the legislature is expected to enact the following change to ICF/MR payment rates:

- Effective May 28, 2003 (if legislation is enacted by May 26, 2003) or June 1, 2003, ICFs/MR that are not owned or operated by the state will receive a per diem rate adjustment of \$3.00 per resident day. It is expected that this change will be enacted in either House File 437-5, Article 3, Section 44 (amending *Minnesota Statutes*, §256B.5012 with a new subdivision 5) or in Senate File 1532-1, Article 4, Section 20 (amending *Minnesota Statutes*, §256B.5012 with a new subdivision 5).

The net effect of the change is an increase in state Medical Assistance expenditures for ICF/MR services. Costs are projected to be \$1,136,000.00 in State Fiscal Year 2004 and \$1,047,000.00 in State Fiscal Year 2005.

The Department anticipates adding this change to its MA State plan. Individual ICF/MR payment rates are available from Sanford Bettcher, Minnesota Department of Human Services, Community Supports for Minnesotans with Disabilities, 444 Lafayette Road North, St. Paul, Minnesota, 55155-3857; **phone** (651) 582-1930 or **email**: sanford.bettcher@state.mn.us.

Department of Human Services

State Operated Services Division

Public Notices of the Disproportionate Population Adjustment for State Regional Treatment Centers and Proposed Payment Rates for the State Regional Treatment Centers

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance (MA) Program, and to the public, of proposed changes concerning the disproportionate population adjustment (DPA) and the payment rates for Regional Treatment Centers under the MA Program. This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of the Social Security Act), which requires the Department to publish proposed payment rates for institutional providers, the methodologies underlying the establishment of such rates, and the justification of such rates.

In conjunction with the current state fiscal year's budget for Regional Treatment Centers, as appropriated by the legislature, payment rates are determined in accordance with *Minnesota Statutes*, §246.50, subdivision 5.

Effective for admissions occurring during State Fiscal Year 2004 (July 1, 2003 through June 30, 2004), the inpatient payment rate of each Regional Treatment Center will be adjusted by the indicated percentage:

PA Adjustment

<u>Facility</u>	<u>SFY 2004</u>
Anoka	18.72%
Brainerd	21.22%
Eveleth	24.73%
Fergus Falls	16.34%
St. Peter	23.42%
Willmar	17.06%

The following proposed payment rates will be effective during State Fiscal Year 2004:

Proposed Payment Rates

<u>Facility</u>	<u>Adult Mental Illness</u>	<u>Mental Retardation</u>	<u>Psychopathic Personality</u>	<u>Nursing Facility</u>
Anoka	\$428			
Anoka Transition Services	\$203			
Brainerd	\$437			\$515
Fergus Falls	\$562			
Eveleth	\$453			
MSH ¹	\$421			

Official Notices

MSH Transition Services	\$228		
Southern Region ²	\$532		
Minnesota Extended Treatment Options	\$760		
Minnesota Sex Offender Program ³		\$313	
Ah-Gwah-Ching			\$284

¹ Minnesota Security Hospital on the St. Peter facility campus

² Willmar facility and the 50-bed satellite program on the St. Peter facility campus

³ Moose Lake facility and the 50-bed satellite program on the St. Peter facility campus

Questions and comments may be directed to:

Lynn Glancey
Department of Human Services
State Operated Services Division
444 Lafayette Road North
St. Paul, MN 55155-3826
Phone: (651) 582-1875
Email: Lynn.Glancey@state.mn.us

Executive Council

State Board of Investment

Land Exchange Board

Investment Advisory Council

Notice of Meetings of the Executive Council, State Board of Investment, Land Exchange Board, and the Investment Advisory Council

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, June 4, 2003 at 9:00 A.M. in Room 125, State Capitol, St. Paul, MN.

The Investment Advisory Council will meet on Tuesday, June 3, 2003 at 2:00 P.M. in the Board Room (Main Floor), 60 Empire Drive, St. Paul, MN.

Metropolitan Council

Public Hearing on the Metropolitan Wastewater Treatment Plant Disinfection Project Facility Plan

Metropolitan Council Offices, Mears Park Centre, Room 1A, 230 E. Fifth Street, St. Paul, MN 55101

Tuesday, July 8, 2003 - 3:00 p.m.

The Metropolitan Council will hold a public hearing on the Metropolitan Wastewater Treatment Plant (MWWTP) Disinfection Project (Metropolitan Council Environmental Services Project Number 970670). The Draft Facility Plan for this project outlines the proposed replacement of the existing chlorine disinfection system at the Metro Plant with a liquid bleach disinfection system. The liquid bleach system, in the form of sodium hypochlorite, would be safer for plant personnel to work with and would significantly reduce the risk to neighboring areas in the event of an emergency at the plant. The project also includes the proposed replacement of the dechlorination system, which controls the residual chlorine concentration of the effluent (treated wastewater) before it discharges to the Mississippi River. The existing sulfur dioxide facilities would be replaced with a liquid sodium bisulfate system.

Metropolitan Council Environmental Services, a division of the Council, has prepared a Draft Facility Plan for the MWWTP Disinfection Project.

Copies of the Draft Facility Plan are available for review at:

- Metropolitan Council's Data Center, 230 E. Fifth St., St. Paul
- Minneapolis Public Library, 300 Nicollet Mall, Minneapolis
- St. Paul Library - Sun Ray Branch, 2105 Wilson Ave., St. Paul

All interested persons are encouraged to attend the hearing and provide comments.

Comments, which must be received by the Council prior to July 18, 2003, may also be submitted as follows:

- Send written comments to: Pat Schultz at Metropolitan Council Environmental Services, 230 E. Fifth St., St. Paul, MN 55101
- Fax comments to: Pat Schultz at (651) 602-1003
- Record comments on: Metropolitan Council Public Line at (651) 602-1500
- Email comments to: data.center@metc.state.mn.us
- Send TTY comments to (651) 291-0904

Upon request, the Council will provide reasonable accommodations to persons with disabilities. Please submit such requests to Pat Schultz via mail or fax (see above) or by phone at (651) 602-1096 before July 1, 2003.

State Rehabilitation Council

Meeting of the Council

The State Rehabilitation Council will meet on June 25, 2003 at the Radisson Hotel Roseville. Meeting time is 9:00 to 3:00. For more information on locations and dates please contact the Minnesota Department of Economic Security at: **phone:** (800) 328-9095; (651) 296-5616. **TTY:** (800) 657-3973; (651) 296-3900.

Radisson Hotel Roseville
2540 Cleveland Avenue North
Roseville, MN
55113-2719
1-651-636-4567

Teachers Retirement Association

Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, June 12, 2003 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Administration

Governor's Council on Developmental Disabilities

Request for Proposal for a Grant Contract Relating to Culturally Competent Outreach and Leadership Training Programs

The Governor's Council on Developmental Disabilities is pleased to announce that it is seeking proposals from culturally competent nonstate agencies or organizations to carry out an outreach and leadership training/leadership development program for adults with disabilities and parents of children with developmental disabilities. Applicants must have an established and credible community presence, and commit to increasing the knowledge and leadership skills among adults with disabilities and families of chil-

State Grants & Loans

dren with developmental disabilities in the African American, American Indian, and Asian American communities. Experience in leadership training, group facilitation, community organizing, and direct experience with racial and ethnic communities are also required.

Federal funds are available under provisions of the Developmental Disabilities and Bill of Rights Act of 2000 (P.L. 106-402). An award of up to \$38,000 may be made for a successful proposal in each of the three minority communities. The project period is for approximately one year beginning as soon as possible after August 15, 2003.

Applicants may submit a proposal for an outreach and leadership training program in the African American, American Indian, or Asian American community, or any combination including all three. **PLEASE NOTE: A separate proposal is required for each program.**

For further information or to request a copy of the Request for Proposal, please contact:

Mary Jo Nichols
Governor's Council on Developmental Disabilities
370 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
voice (651) 282-2899 **TTY** (651) 296-9962
email: admin@state.mn.us

The proposal is also available at www.mnddc.org OR www.mncdd.org. Go to "The Council" and then "News and Events."

Department of Economic Security

Notice of Request for Concept Paper Proposals for Title II, Juvenile Justice and Delinquency Prevention Act

The Office of Youth Development, Minnesota Department of Economic Security, announces the availability of \$544,362 under Title II of the Juvenile Justice & Delinquency Prevention Act of 1974, Public Law 102-586 as amended, 42 *United States Code* 5601 et seq. The Request for Concept Papers (RFP) under this federal title is to provide funding for programs to prevent future involvement with the juvenile justice system for at-risk youth under the age of eighteen. The maximum amount available for each grant awarded for year 2004 is \$50,000. The due date for submission of the Concept Paper is Monday, June 30, 2003 at 4:00 P.M. at the Office of Youth Development, MN Department of Economic Security, 390 North Robert Street, St. Paul, MN 55101.

The Minnesota Juvenile Justice Advisory Committee (JJAC) will make a determination of which agencies submitting Concept Papers will be invited to proceed to a full proposal that will be due on September 25, 2003.

Eligible recipients may include private and public nonprofit agencies, townships, cities, counties, local educational agencies, tribal government and organizations and/or combinations of the above. Current Title II grantees are not eligible to apply in this application cycle.

Title II Juvenile Justice & Delinquency Prevention program funds must be used to provide direct services to youth and their families and cannot be used for planning purposes. Allowable activities include the following:

- (1) Aftercare programs with an employment and training component.
- (2) Coordinated services that support at risk youth and families.
- (3) Services specifically designed for target populations such as youth of color, young women, homeless youth and children who are at risk of offending.
- (4) Services that target youth whose present behavior places them at risk of future delinquent activity.

The RFP for Concept Papers is available on the Internet at: www.mnwfc.org/youth or by contacting Carrie Wasley at:

Carrie Wasley
Office of Youth Development
Workforce Services Branch
Minnesota Department of Economic Security
390 North Robert Street
Saint Paul, MN 55101
(651) 296-2684 or (800) 456-8519
cwasley@ngwmail.des.state.mn.us

An original and six (6) copies of the Concept Paper must be received no later than 4:00 PM on Monday, June 30, 2003 at the above address. Fax and e-mail copies of applications will not be accepted.

Department of Health

Health Economics Program

Request for Proposals for Clinical Dental Education Innovations Grants

The Minnesota Department of Health (MDH) is soliciting proposals for grants to sponsoring institutions and clinical dental training sites for projects that increase dental access for underserved populations and promote innovative clinical training of dental professionals. MDH has \$1,832,336 available for grants. For one-year awards, funds must be spent by **June 30, 2004**. Multiple-year proposals will be considered subject to availability of funds. Eligible applicants include institutions that sponsor accredited clinical dental education programs, clinical training sites that host dental professionals and are currently enrolled as active Medicaid providers, or consortia consisting of members of one or both groups. Potential uses of grant funds include funding or expansion of existing programs that have demonstrated success in providing dental services to underserved populations and development or implementation of new programs designed to improve access for underserved populations in Minnesota through the use of dental residents or students in dental professional training programs.

To be considered for funding, proposals must be received by **4:30 p.m., Monday, July 18, 2003** at the Minnesota Department of Health, 121 East Seventh Place, Suite 400, St. Paul, MN 55101, attention Diane Rydrych. Emailed or faxed proposals will not be accepted. **Late proposals will not be considered.** A copy of the full Request for Proposals may be obtained at <http://www.health.state.mn.us/divs/hpsc/hep/merc/invinfo.htm>. Click on "Request for Proposals: FY2004 Clinical Dental Education Innovations Grants."

A copy of the full RFP can also be obtained by contacting:

Diane Rydrych
Health Economics Program
Minnesota Department of Health
121 East 7th Place, Suite 400
St. Paul, MN 55101
Phone: (651) 282-6349
Fax: (651) 282-5628
Email: diane.rydrych@state.mn.us

Housing Finance Agency

Consolidated Request for Proposals for Single Family RFP, MultiFamily RFP, and the Housing Tax Credit Program

The Minnesota Housing Finance Agency (MHFA), the Greater Minnesota Housing Fund, the Metropolitan Council, the Family Housing Fund, the Greater Twin Cities United Way, and the Minnesota Department of Corrections announce the availability of funds through a Consolidated Request for Proposals (RFP). Funds are available to assist in the development, construction, acquisition, demolition, or rehabilitation of affordable homeownership, home improvement, including manufactured homes or rental housing activities for low and moderate-income residents of Minnesota.

Single Family RFP activities also include a very limited amount of funding for exterior home improvement or lead hazard reduction.

Multifamily RFP activities also include limited amounts of funding for:

- operating subsidies for new or existing MHFA financed housing developments,
- project-based rental assistance for developments located within the jurisdiction of Metropolitan Council HRA, and
- service funding for supportive housing or service-enriched housing within the service area of Greater Twin Cities United Way.

The Consolidated RFP represents an effort to coordinate the resources available within the agency, and to address communities' comprehensive housing efforts.

Eligible applicants are invited to submit proposal(s) for the Single Family RFP, the Multifamily RFP and the Housing Tax Credit Program. Separate Single Family and Multifamily proposals are required; due dates are a week apart.

In the event that a comprehensive housing proposal is submitted that consists of both single family and multifamily units within the same geographical area, you must complete both a single family and multifamily application.

NOTE: The MHFA is currently maintaining the two RFP round system. Over the course of the next year we will continue to discuss and explore ways to improve customer service including the feasibility of one RFP round per year in the future.

State Grants & Loans

Amount of Funds Available:

Fund availability is listed individually under each specific RFP section below.

Eligible Locations:

MHFA funds are generally available statewide; while respective RFP partners' funds are available only in the Twin Cities Metropolitan area or Greater Minnesota depending upon the specific funding partner.

Eligible Applicants:

In general, eligible applicants for the majority of resources include Minnesota Cities, limited dividend entities, for profit organizations, a nonprofit organization, a private developer, a natural person, an Indian tribe or tribal housing corporation, a public housing agency, a joint powers board established by two or more cities, and a cooperative housing corporation.

In addition to the above, eligible applicants for multifamily and tax credit proposals also include corporations and partnerships.

*Habitat for Humanity organizations are **not eligible** to apply for funding from the Community Revitalization Fund (CRV) as the primary applicant under the "traditional Habitat model", but are eligible to be secondary partners with those applicants previously mentioned.*

NEW MULTIFAMILY RESOURCE

Greater Twin Cities United Way: In 2002, the Greater Twin Cities United Way launched its largest community effort ever - a five-year initiative focused on affordable housing. The United Way Housing Connections initiative has three main goals:

- 1) To preserve, produce and maintain affordable housing through increased capacity and productivity of nonprofit housing developers.
- 2) To create and strengthen supportive housing for those facing multiple barriers to self-sufficiency.
- 3) To increase understanding by business and civic leaders of the problem, its impact and viable solutions.

In order to accomplish the second goal, United Way is making available a grant pool of \$300,000 through the Fall Consolidated RFP Process. Grants will be made up to \$75,000 per project, should be considered one-time and may be used to cover costs related to program planning or start-up for new supportive housing opening in 2004. Projects must be located within the Greater Twin Cities United Way Service Area.

SINGLE FAMILY RFP

Limited Fund Program Information

The Limited Fund programs are highly competitive. The funding partners anticipate having approximately \$6 million available this round. Limited Fund proposals will be presented to a Selection Committee for evaluation, scoring and funding consideration. The Selection Committee is comprised of MHFA staff, representatives from the various funding partners and staff from the Minnesota Department of Trade and Economic Development (DTED).

I. Programs Available:

- **Greater Minnesota Housing Fund (GMHF):** 1) Building Better Neighborhoods (BBN) Program - For projects that meet BBN guidelines, GMHF provides gap financing (0% interest, deferred loans) for homebuyers and/or below-market interim financing for the developer - available for land acquisition, infrastructure or construction. 2) Single-Family New Construction Program - For qualified projects, GMHF provides gap financing (0% interest, deferred loans) for homebuyers. Interim financing may be available on a limited basis. For both the BBN and Single-Family New Construction programs, additional funds are available to support projects with employer assistance.
- **Community Revitalization Fund (CRV).** The Family Housing Fund, Metropolitan Council, GMHF and MHFA provide funds for this program. The CRV is the umbrella name for a variety of limited funding resources that are provided under one fund. Funding resources include the Economic Development and Housing Challenge Program (Challenge Program) and internal interim construction financing programs. CRV also includes a small amount of resources to fund an exterior home improvement or lead hazard reduction projects. Funds are provided in the form of a construction loan or deferred loan, repayable to the funder. Under certain circumstances and justification a grant may be provided. Generally, if an activity may be addressed through a loan rather than a grant, a loan will be provided. If a CRV proposal submitted includes a multifamily component, you must also submit a Multifamily RFP proposal. To obtain Multifamily application materials, refer to the Application Process section of this notice.
- **Local Housing Incentive Account (LHIA).** The Metropolitan Council provides funds for this program. Funds from this account are awarded as grants that must be matched on a dollar-for-dollar basis by the municipality receiving the funds. These grant funds may be used for costs associated with projects that help municipalities meet their negotiated housing goals, including, but not limited to acquisition, rehabilitation and construction of permanent affordable and life-cycle housing.

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- **Minnesota Urban and Rural Homesteading (MURL).** The MHFA provides funds to eligible organizations to acquire, rehabilitate, and then sell the houses to first time homebuyers who are “at-risk” on a zero percent contract for deed. Eligible applicants include private (non-governmental) 501(c)(3) non-profit housing providers, cities, local units of government, HRAs, CAPs, EDAs. Applications received from Community Housing Development Organizations (CHDO) certified by the Minnesota Housing Finance Agency will receive priority in selections. Fund availability for the MURL program is approximately \$3 million.

II. Types of Funds Available:

The type, terms and conditions of assistance provided will vary depending upon the needs outlined in each application and the availability of funding resources.

The contributing partners strongly encourage communities to leverage funds with the resources available through this RFP to address the local housing need(s) identified in their comprehensive housing plan.

III. Funding Partners Program Income Limits/Guidelines:

Please refer to each of the program concepts for specific income limits/guidelines.

- Greater Minnesota Housing Fund only serves households with incomes that do not exceed 80% of the statewide median income adjusted by household size.
- Family Housing Fund only serves households with incomes that do not exceed 80% of the Twin Cities metropolitan area median income with priority given to households with incomes at or below 50% - 60% of area median income.
- Metropolitan Council's LHIA serves households with incomes that do not exceed 80% of the Twin Cities metropolitan area median income with preference for those at 60% or below. Rehabilitation and redevelopment programs in areas of low valued, blighted or substandard properties may serve households up to 115% of area median income.
- The Minnesota Department of Corrections - Institution Community Work Crew Affordable House Building Program only serves households with incomes at or below 80% of greater of state or area median income and the homes must be priced so as not to compete with the private residential construction industry.
- Minnesota Housing Finance Agency only serves households with incomes that are at or below 115% of the greater of state or area median income.

Ongoing Program Information

Your agency may apply for any of these programs at any time during the year. Please contact the Program Manager listed below to obtain a program application. Ongoing applications are not included in this RFP.

- Community Activity Set Aside Program (CASA)

The CASA program supports and encourages partnerships between lenders, local governments and/or nonprofit housing organizations. The program provides access to pools of MHFA mortgage revenue bond funds set-aside to support those partnerships in meeting the homeownership objectives and housing credit needs of their communities by providing end loans with a subsidized interest rate to first-time homebuyers. Specifically, the program supports initiatives that target funds toward underserved populations, increase the stock of affordable housing or address a community specific community housing credit need. Partnerships apply for CASA funds. Partnerships consist of a MHFA contract lender or lender consortia and a community partner. The application materials are on the MHFA [website](http://www.mhfa.state.mn.us) at www.mhfa.state.mn.us.

Program Manager: Kim Stuart (651) 296-9959 *kim.stuart@state.mn.us*
 Toll Free (800) 710-8871 Fax (651) 296-8292

- Community Fix-up Fund (CFUF)

Encourages partnership efforts between local lenders, nonprofit organizations, local governments, and community organizations by providing funds to assist a designated community in addressing its specific home improvement needs or objectives. Applications must be submitted by participating MHFA Fix-up Fund lenders (or participating lender consortia), in partnership with a nonprofit organization delivering housing programs, or a city.

Program Manager: Susan Ude (651) 297-3656 *susan.ude@state.mn.us*
 Toll free (800) 710-8871 Fax (651) 296-8292

- Entry Cost Homeownership Opportunity Program (ECHO)

Support community lending initiatives developed by private and public sector mortgage lenders in partnership with community representatives. The program provides funds to low and moderate-income borrowers for down payment and closing cost assistance and to address minor property repairs. Partnerships may apply for this program on a pipeline or ongoing basis.

State Grants & Loans

Program Manager: Edward Niewinski (651) 297-3130 *ed.niewinski@state.mn.us*
Toll free (800) 710-8871 Fax (651) 296-8292

- Institution Community Work Crew (ICWC) Affordable House Building Program

The Minnesota Department of Corrections (MNDOC) may provide assistance through the Institution Community Work Crew (ICWC) Affordable House Building Program. ICWC Affordable House Building Program can provide interest-free interim construction financing, but only to non-profit entities. A letter from the MNDOC must be attached to your proposal indicating if an ICWC program is or will be available in the area you have identified. Contact the Program Manager for future availability of funds.

Program Manager: Ron Solheid at MNDOC (651) 603-0010 *rsolheid@co.doc.state.mn.us*
Fax (651) 642-0457

- Urban Indian Housing Program - Special (UIHP)

Supports innovative methods of providing affordable housing for urban American Indians, (in the 7 county metro area and cities of Duluth and Bemidji) including, but not limited to, the construction, purchase or rehabilitation of residential and rental housing.

Program Manager: Edward Niewinski (651) 297-3130 *ed.niewinski@state.mn.us*
Toll free (800) 710-8871 Fax (651) 296-8292

Program Liaison: Rick Smith (651) 297-4060 *rick.smith@state.mn.us*
Toll Free: (800) 710-8871 Fax: (651) 296-8292

MULTIFAMILY RFP

Funding Availability

Estimated total funding available for Multifamily housing developments is \$14,891,877.

MHFA Programs (*funding amounts subject to Legislative approval):

Economic Development and Housing Challenge Program: up to \$4.5 million. Remaining funds will be available in the Spring 2004 RFP.

Minnesota Families Affordable Rental Investment Program (MARIF): approx. \$1.4 million

Preservation ARIF (PARIF)*: \$2.5 million

Housing Trust Fund (HTF)* - capital: approximately \$1.15 million

Housing Trust Fund Operating Subsidy (HTFOS)*: up to \$500,000. Remaining funds will be available in the Spring 2004 RFP.

Housing Opportunities for Persons with AIDS (HOPWA): \$202,877 - for projects in greater Minnesota; \$839,000 (2004 forward allocation) for projects in 11 county metro area.

Funding Partner Programs:

Family Housing Fund (FHF): estimate \$1 million

Metropolitan Council - Local Housing Incentive Account (LHIA): up to \$500,000

Greater Minnesota Housing Fund (GMHF): estimate \$1-2 million

Metropolitan Council HRA: project based rental assistance

Greater Twin Cities United Way: \$300,000 available for service funding

Types of Funding Available, Multifamily Programs

Multifamily RFP funding sources are available or provided in several forms. Refer to the more detailed program information provided in the Selection Guide for information on financing terms and other specific program requirements.

- **Deferred loan funds** are generally in the form of a zero percent (0%), 30 year deferred or subordinate loan or grant. Actual interest rate, term and type of loan or grant will vary depending upon recommended funding source(s) and will be discussed in detail with sponsors upon selection for funding. The Agency will allow non-recourse debt to single-asset entities.

For developments using the **Federal Housing Tax Credit Program**, loans may be structured with an interest rate to be eligible for inclusion in qualified basis. More information on the Housing Tax Credit Program follows this section.

- **Long term fixed rate mortgages** for acquisition, refinance, or new construction of multifamily housing for developments that may generate adequate income to service debt are also available. These mortgages are offered through the Low and Moderate Income Rental Program (LMIR). Separate application materials are not required for the first mortgage programs. Source of

funding available is taxable or tax-exempt bonds.

First mortgage programs may be provided for new construction of housing tax credit developments. In addition, MHFA is interested in providing financing for developments with 20% project-based rental assistance and 80% market rate units, where the objective would be cost containment and creation of developments of scale (50 to 100 units). The Agency will allow non-recourse debt to single-asset entities.

- **Operating Subsidies:** A limited amount of funding is available for operating subsidies through the HTF Program. HTF operating subsidies are available on a demonstration basis for new or existing MHFA financed housing developments. The HTF operating subsidy is awarded in the form of a grant and may be provided for up to 10 years.
- **Rent Assistance:** Project Based Rental Assistance is available through Metropolitan Council Housing and Redevelopment Authority's Project-Based Rental Assistance Program.
- **Service Funding:** Funds from Greater Twin Cities United Way may be used for program planning and start-up costs for supportive services and first year operating expenses for supportive services until facility is full. Examples of allowable costs include; staff time related to services, service planning, consultant time related to service provision and planning and equipment necessary to service provision.

Eligible Projects

In general, the Multifamily RFP funding sources can be used for a variety of activities and housing types. Eligible activities include new construction, acquisition of land or existing structures, rehabilitation of housing, refinancing of existing loans, conversion to housing from another use, demolition, construction financing, permanent financing. Operating subsidy and service funding are eligible activities, however as previously indicated, funding is limited. Eligible housing types include permanent housing, preservation of federally assisted housing, transitional housing, emergency shelters, permanent supportive housing, service-enriched housing, and HIV/AIDS housing/ services.

Developments in which economic integration is provided or maintained are encouraged.

Eligible projects must contain a minimum of four units. Scattered site developments, must be located in the same city or county and also contain a minimum of four units.

Developments with age restrictions of 55 and older are ineligible under most funding sources. State licensed nursing homes, board and care facilities and supervised living facilities are not eligible for funding. Any development providing nursing care services is not eligible for funding.

Income and Rent Limits

The overall goal of the Multifamily RFP is to serve lower income households. Priority will generally be given to those developments serving the lowest income households.

The relationship between proposed rent levels and Fair Market Rents is an important factor because it is crucial that Section 8 voucher holders be able to rent units in MHFA-financed developments.

The following are income and rent limits for the various multifamily resources:

Economic Development and Housing Challenge Program: Income limit - 80% of the greater of state or area median income. Affordability based on wage levels. Rents and incomes may be further restricted based on other sources of funding.

Housing Opportunities for Persons with Aids: Income limit - 80% of area median income adjusted for family size. Rents affordable at 30% of family monthly adjusted income.

Housing Tax Credit Program: Income limit at 50% area median income or 60% area median income. Maximum rent limit at 60% area median. There is a priority for units affordable at 50% and 30% area median income.

Housing Trust Fund: Income limit - 60% of Twin Cities area median with a priority for proposals targeting 30% of Twin Cities area median. Rents affordable at 60% of Twin Cities area median with a priority for proposals affordable at 30% of Twin Cities area median.

Low and Moderate Income Rental Program: Income limits - 40% of units must be occupied by individuals/families whose income is 60% or less of area median income; or 20% of the units must be occupied by individuals/families whose income is 50% or less than area median income. 25% of the units may have unrestricted incomes. The balance of units must be occupied by tenants with incomes equal to or less than 100% area median income. Rent limits - 40% of the units affordable to persons at 60% of income; or 20% of units affordable to persons at 50% of income; and the balance of units with rents at MHFA determined "market".

Minnesota Families Affordable Rental Investment Fund: Current and recent MFIP participants meet the income requirements for this program. Rent limits - 2BR \$400, 3BR \$450, 4BR \$475; MARIF basic rents set at Fair Market Rents (FMR). Section 8 vouchers accepted for the FMR. Applicants/residents without vouchers will pay the greater of 30% of income or \$400/month (2 BR unit).

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Preservation Affordable Rental Investment Fund: Income limits are subject to federal guidelines per the program being preserved. Rents are based on restrictions per the federal subsidy being preserved.

Family Housing Fund: Income limit - 60% of area median income. Rents affordable up to 60% of area median income.

Greater Minnesota Housing Fund: Gross household income, 80% of statewide median income, adjusted by family size. For supportive housing, priority is given to projects serving households at 60% or less of statewide median income. For preservation or rehabilitation projects, priority is given to projects serving households at or below 50% of statewide median income. Rents shall be affordable to the targeted population.

Greater Twin Cities United Way: Priority given to projects that serve 30% of area median income.

Local Housing Incentives Account, Metropolitan Council: 50% of funds dedicated to creating/preserving units with incomes and rents at 30% of median income. Remaining funds targeted towards incomes and rents at or below 50% of median income. Funds may be reallocated to projects at 50% of median income, if there is insufficient supply of projects at 30% of median income.

Metropolitan Council Housing and Redevelopment Authority: Project based rent assistance is targeted to very low-income families. Rents are based on federal Section 8 rent subsidy guidelines.

HOUSING TAX CREDIT PROGRAM

The Minnesota Housing Finance Agency (MHFA) is pleased to announce that it is accepting 2004 Round 1 competition applications for reservation and allocation of Housing Tax Credits, authorized by the Federal Tax Reform Act of 1986, as revised.

Housing Tax Credits offer a ten year reduction in tax liability to owners and investors in eligible low income rental housing developments involving new construction, rehabilitation or existing rental housing with rehabilitation. General information on tax credit availability is posted on MHFA's internet web site (www.mhfa.state.mn.us).

Total estimated 2004 tax credits available for the State of Minnesota is approximately \$8.8 million. MHFA has estimated the housing credit ceiling for Minnesota for calendar year 2004 based upon the amounts of the housing credit ceiling for calendar year 2003. The actual housing credit ceiling for the year 2004 will not be known by MHFA until some time in February or March of 2004. In early 2004 the IRS will make a final determination of Minnesota's population component used in determining Minnesota's final year 2004 housing credit ceiling. The IRS will publish this population component some time in February or March of 2004.

As in past competition years, 2004 Round 1 will be the primary tax credit selection / allocation round. It is anticipated that most of the 2004 tax credits will be forward selected during this round for the 2004 tax credit year. Any credits remaining following the conclusion of the 2004 Round 1 will be made available for 2004 Round 2.

The Minnesota Housing Finance Agency's 2004 Housing Tax Credit Program, Qualified Allocation Plan and related manual contents have been revised in several key respects as listed below. Additional detail regarding these changes can be found on MHFA's internet web site.

PROGRAM CHANGES: Revision to QAP Threshold Requirements for Tax Credit proposals financed with tax exempt bonds (required points threshold reduced), Increase to Per Development credit limits, Update of demographic data to make annual revision of tax credit distributions, Clarify mandatory 30-year extended use requirement for certain Tax Exempt /Tax Credit applications, Clarify Tax Exempt / Tax Credit HAP Contract extension requirement, Enhance resources relating to utilization of accessible units, Clarify guidance for Tenant Selection Plans, Establish a standardized Tax Exempt Bond / Tax Credit application fee, General language and grammatical corrections.

SCORING CRITERIA CHANGES: Establish a preference for Existing Tax Credit Development Preservation, Strengthen point incentive for meaningful Economic Integration lessening point incentive for de minimis Economic Integration, Reconfigure rehabilitation component of Strategically Targeted Resources section establishing "revitalization area" as incentive instead of required element, Expand points guidance regarding proposals of Project Based Assistance units, Expand points guidance for Eventual Tenant Ownership proposals and relationships to Extended Duration requirement, Clarify requirements for Letter of Intent for proposals of Project Based Assistance units, Increase selection points for proposals qualifying for Readiness to Proceed.

Credit Formula

The Minnesota Legislature designated the MHFA as the primary apportionment agency for housing tax credits for the state and also authorized eligible cities and counties to administer the tax credits in their respective jurisdictions based on the *Minnesota Statutes* Section 462A.222, Subd. 1(a)(2).

Local Administration of Tax Credit

The following eligible cities and counties have the authority to administer the tax credits locally:

(S) Suballocator

(S) St. Paul 651-266-6581
(S) Dakota County 651-675-4478

(JPS) Joint Powers Suballocator

(JPS) Duluth 218-723-3357
(JPS) St. Cloud 320-252-0880

State Grants & Loans

(S) Minneapolis 612-673-5263 (JPS) Rochester 507-285-8224
(JPS) Washington Cty. 651-458-6556

Applicants with eligible buildings located within the jurisdiction of the above Suballocators (S) must apply to the local administrators (suballocators) for allocation of the housing tax credit. Applicants with eligible buildings located within the jurisdiction of the above Joint Powers Suballocators (JPS) must apply to both the local administrators (joint powers suballocators) and to the MHFA. Nonprofit applicants may apply both to the MHFA and the suballocator for an allocation. Typically, the MHFA will not make an allocation for projects located within the jurisdiction of the cities or counties that have elected to administer the credits until the amounts reserved have been allocated or returned to the MHFA for allocation.

For 2004, a suballocator was again able to elect to enter into a one year joint powers program with the MHFA (via Joint Powers Agreement) in which the participating suballocator (referenced as Joint Powers Suballocator above) could prioritize the developments within their jurisdiction and then turn the application over to the MHFA to perform certain allocation and compliance functions. If applicable to your proposal, contact the suballocator for your location to determine if they have elected to participate in this joint powers program.

MHFA Administration Tax Credits

In all tax credit rounds, applicants with eligible buildings in the balance of the state, not within the jurisdiction of a suballocator, may apply to the MHFA for an allocation of housing tax credits.

Each year, 10 percent of the state ceiling is set aside by MHFA for qualified 501(c)(3) and 501(c)(4) nonprofits as required by Section 42 of the Internal Revenue Code of 1986. MHFA and suballocators may annually agree to reserve an additional 5 percent for a total annual nonprofit set aside of 15 percent. *For the 2004 Tax Credit Program the Non-profit Set Aside will be established at the 10 percent level.* Qualified nonprofits can apply to MHFA for these credits, regardless of the geographic location of the proposed low income housing development, as specified in the allocation plan.

APPLICATION PROCESS

Application materials can be accessed as follows:

- **Single Family:** The Single Family application packet will be available June 2, 2003 on the MHFA **website** at www.mhfa.state.mn.us/rfp_sf.htm in a pdf format. If you are unable to access our website call (651) 297-3118, or Toll Free: 1-800-710-8871 to obtain a hard copy.
- **Multifamily RFP and Housing Tax Credits (2004 Round 1):** The Multifamily and Housing Tax Credit application materials (instructions, reference materials, application form, narratives, forms, submittal requirements) are available on the MHFA **website** at www.mhfa.state.mn.us/multifamily/multifamily_forms.htm for download and/or completion. Please refer to the Multifamily Website for more detailed Application Instructions.

If you are unable to access the web, contact the Multifamily Division at (651) 297-3294 or Toll Free: 1-800-657-3701.

RFP INFORMATION AND TECHNICAL ASSISTANCE SESSIONS:

- **Single Family:** Please check the MHFA website the first week of June, 2003 at www.mhfa.state.mn.us/rfp.htm for Single Family training or technical assistance dates, times and locations, and registration information.
- **Multifamily and Housing Tax Credit:** A Multifamily RFP and Housing Tax Credit training and information session has been scheduled for Thursday, June 12, 2003, 8:30 AM - 4:00 PM (registration starting at 7:30 a.m.) at the Four Points Sheraton, 400 Hamline Ave., St. Paul, 651-642-1234. Please check the MHFA **website** at www.mhfa.state.mn.us/rfp.htm for registration and additional information.

IMPORTANT DATES:

Proposal(s) Due: (Faxed, emailed, incomplete, or late applications will *not* be accepted.)

- **Single Family:** The original application and all attachments plus two (2) copies of the application and all attachments must be *received by* the MHFA by 5:00 p.m. on or before **Thursday, July 17, 2003.**
- **Multifamily and Housing Tax Credit (2004 Round 1):** The following application materials must be *received by* the MHFA by 5:00 p.m. on or before **Thursday, July 24, 2003:**
 - The Multifamily Application Form electronically submitted,
 - The Multifamily Application Form with original signature plus 3 copies, and
 - All required attachments (narratives, forms and submittals) plus three (3) copies of all attachments.

MHFA Board Approval:

Single Family, Multifamily RFP and Housing Tax Credit funding recommendations will be made at the October 23, 2003 MHFA Board meeting.

State Grants & Loans

Fund Notification:

- Notification of Single Family approved selected proposals will be posted on the MHFA **website** (www.mhfa.state.mn.us) after the Board meeting noted above and Loan/Grant Agreements will be mailed within 20 working days of the approval.
- Notification of Multifamily Programs and Housing Tax Credit funding awards will be posted on the MHFA website after the Board meeting noted above (www.mhfa.state.mn.us/multifamily/multifamily_home.htm). Selection letters will be mailed within 20 days of the approval.

This request for proposals is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of proposals.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

Minnesota Housing Finance Agency

Request for Proposals for Housing Tax Credit Program

Introduction

The Minnesota Housing Finance Agency (MHFA) is pleased to announce it is accepting 2004 Round 1 competition applications for Housing Tax Credits, authorized by the Federal Tax Reform Act of 1986, as revised. 2004 tax credits available for the State of Minnesota are estimated at \$8.8 million. Round 1 will be the primary tax credit selection / allocation round. It is anticipated that most of the 2004 tax credits will be forward selected during this round. Credits remaining following the conclusion of Round 1 will be made available for Round 2.

Credit Formula

The Minnesota Legislature designated the MHFA as the primary allocating agency for housing tax credits for the state and also authorized certain cities and counties to administer the tax credits in their respective jurisdictions based on the *Minnesota Statutes* Section 462A.222, Subd. 1(a)(2). The MHFA has been designated as the credit agency to provide housing credits for projects involving qualified 501(c)(3) and 501(c)(4) nonprofit organizations statewide.

Local Administration of Tax Credit

The following cities and counties have authority to administer tax credits locally:

(S) Suballocator:

(S) St. Paul	651-266-6581
(S) Dakota County	651-675-4478
(S) Minneapolis	612-673-5263

(JPS) Joint Powers Suballocator:

(JPS) Duluth	218-723-3357
(JPS) St. Cloud	320-252-0880
(JPS) Rochester	507-285-8224
(JPS) Washington Cty	651-458-6556

Applicants with eligible buildings located within the jurisdiction of the above local governments must apply to the local administrators (suballocators) for allocation of the housing tax credit. Nonprofit applicants may apply both to the MHFA and the suballocator for an allocation.

For 2004, a suballocator was again able to elect to enter into a one-year joint powers program with the MHFA (via Joint Powers Agreement) in which the participating suballocator (referenced as Joint Powers Suballocator above) could prioritize the developments within their jurisdiction and then turn the application over to the MHFA to perform certain allocation and compliance functions. If applicable to your proposal, contact the suballocator for your location to determine if they have elected to participate in this joint powers program.

MHFA Administration Tax Credits

In all tax credit rounds, applicants with eligible buildings in the balance of the state, not within the jurisdiction of a suballocator, may apply to the MHFA for an allocation of housing tax credits.

2004 Revisions

In shaping the 2004 Housing Tax Credit Program, The Minnesota Housing Finance Agency's Housing Tax Credit Program, Qualified Allocation Plan and related manual contents have been revised in several key respects as listed below. Additional detail regarding these changes can be found on MHFA's Internet **Web site** (www.mhfa.state.mn.us).

PROGRAM CHANGES: Revision to QAP Threshold Requirements for Tax Credit proposals financed with tax exempt bonds (required points threshold reduced), Increase to Per Development credit limits, Update of demographic data to make annual revision of tax credit distributions, Clarify mandatory 30-year extended use requirement for certain Tax Exempt /Tax Credit applications, Clarify Tax Exempt / Tax Credit HAP Contract extension requirement, Enhance resources relating to utilization of accessible units, Clarify guidance for Tenant Selection Plans, Establish a standardized Tax Exempt Bond / Tax Credit application fee, General language and grammatical corrections.

SCORING CRITERIA CHANGES: Establish a preference for Existing Tax Credit Development Preservation, Strengthen point incentive for meaningful Economic Integration lessening point incentive for de minimis Economic Integration, Reconfigure rehabilitation component of Strategically Targeted Resources section establishing "revitalization area" as incentive instead of required element, Expand points guidance regarding proposals of Project Based Assistance units, Expand points guidance for Eventual Tenant Ownership proposals and relationships to Extended Duration requirement, Clarify requirements for Letter of Intent for proposals of Project Based Assistance units, Increase selection points for proposals qualifying for Readiness to Proceed.

Additional information and application materials for buildings located in the MHFA jurisdiction are available on MHFA's **Web site** (www.mhfa.state.mn.us). Additional information and application materials may also be obtained by writing to MHFA at the following address or by calling MHFA at (651) 297-3294. Notice information is also available in the *State Register* (May 27, 2004).

Minnesota Housing Finance Agency
Multifamily Development
Housing Tax Credit Program
400 Sibley Street, Suite 300
St. Paul, MN 55101-1998

Application Submission Deadlines:

2004 Round 1 -- Thursday, July 24, 2003, by 5:00 p.m. at the MHFA office.

2004 Round 2 -- Thursday, February 5, 2004, by 5:00 p.m. at the MHFA office.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, sexual orientation, disability, or familial status.

State Contracts

Informal Solicitations: Informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration, Materials Management Division web page (www.mmd.admin.state.mn.us) and access P/T Contracts.

Formal Requests for Proposals: Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

Department of Administration

Plant Management Division

Energy Management Services

Request for Proposals from Firms Interested in Expanding the Savings Monitoring System and Providing the Savings Monitoring System Maintenance Services

The Department of Administration, Plant Management Division, Energy Management Services requests proposals from qualified firms to expand the Savings Monitoring System at Winona State and to provide the Savings Monitoring System maintenance services throughout the state.

State Contracts

The Savings Monitoring System equipment and the associated software were installed during 1995 and 1996 as part of the State/NSP (Xcel Energy) Retrofit Program in state facilities. Energy Management Services polls the loggers regularly by computer modem and the data is collected into a database. This data is sent to each state facility through monthly reports and additional special reports are generated as required or requested by the facility.

Respondents who wish to be considered for this project are required to attend a pre-proposal meeting and a site-visit as scheduled below:

Location: Winona State University
Facilities Services Conference Room
175 W Mark Street
Winona, MN 55987

Date: June 5, 2003 (Thursday)

Time: 10:00 AM

Respondents must request a copy of "Request For Proposal," from:

Rajan C. Thomas, P.E.
Principal Engineer
Energy Management Services
Plant Management Division
G-10 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Phone: (651) 297-2867
Fax: (651) 297-5158
Email: rajan.thomas@state.mn.us

Respondents must submit proposal on or before **2:30 p.m., June 16, 2003** to:

Rajan C. Thomas, P.E.
Principal Engineer
Energy Management Services
Plant Management Division
G-10 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Phone: (651) 297-2867

Department of Administration

State Architect's Office

Notice of Revised Request for Proposals and Extension of Time to Submit Proposals for Industrial Hygiene Services for Asbestos and Other Hazardous Materials Abatement Project Management, Testing, and Surveys

The Department of Administration, State Architect's Office (previously known as Division of State Building Construction) ("State") has revised its Request for Proposals (RFP) and extended the deadline for receipt of proposals to 3:00 p.m. CST on June 16, 2003. A complete copy of the revised RFP and Addendums 1, 2, 3 and 4 are available on State's Web Site www.sao.admin.state.mn.us, click on "Solicitation Announcements", next click on item 2 "**Request for Proposals for Industrial Hygiene Services for Asbestos and Other Hazardous Material Abatement Project Management, Testing and Surveys**" which is under the header of "**RFP for Hazardous Material Professional Services**".

If additional changes are made to the RFP, the changes will be made by addendum to the RFP and posted on State's Web Site referenced above.

Department of Administration**State Designer Selection Board****Request for Proposals for Designer Selection for Minnesota State Colleges and Universities - North Mankato Labs Renovation and Faribault Asset Renewal - South Central Technical College - Mankato and Faribault, Minnesota (Project 03-15)****To Minnesota Registered Design Professionals:**

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 1:00 p.m. Monday, June 9, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
(651) 297-1545

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 03-15

a. PROJECT DESCRIPTION: Minnesota State Colleges and Universities (MnSCU) intends to retain a consultant design team to provide architectural and engineering consulting services for the design and construction of the remodeling of existing spaces at South Central Technical College in North Mankato and Faribault.

PROJECT SCOPE: The scope of this Project for North Mankato based upon the approved Predesign includes the remodeling and renovation of approximately 61,920 gross square feet (gsf) of teaching labs in three different building areas. Renovations will affect academic program spaces for:

- Manufacturing Technology
- Printing and Graphics Technology
- Electronics and Wireless Communications
- Agribusiness Service Technology

The scope of the Project for Faribault based upon the approved Predesign includes asset preservation of approximately 90,000 gsf to include fire protection sprinkler systems, exterior walls tuck pointing and window replacements.

The remodeling will include technical trade area improvements to meet all HVAC, indoor air quality, life safety codes and accommodations for changing academic programs and technology. This encompasses spaces for labs, classrooms, offices and associated technology trades.

Provide asset preservation/deferred maintenance improvements in all areas to be remodeled to include, but not limited to: repaint areas, add fire protection sprinkler systems, improve air quality and overall HVAC systems, provide new point-of-source and general exhaust hoods and associated ventilation systems, provide DDC temperature controls, and upgrade electrical power distribution/devices, lighting systems and fire detection and alarm systems.

b. REQUIRED CONSULTANT SERVICES: The selected design team shall:

1. Provide a comprehensive scope of services including Schematic Design (SD), Design Development (DD), and Construction Documents (CD) with Bidding and Construction Administration (CA) to follow when additional funding is available.
2. Develop project construction phasing and sequence plans to facilitate completion of all improvements.
3. Prepare all design documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State Colleges and Universities.
4. Demonstrate experience in the design and construction of institutional collegiate student services spaces, college classrooms, vocational trades shop facilities, state-of-the-art telecommunications systems, and similar spaces that are part of the program requirements.
5. Integrate the remodeled spaces of the Project with the existing facilities.

State Contracts

6. Complete all design, drawings and specifications in accordance with, as minimums:
 - a. Current Minnesota State Colleges and Universities Design Standards
 - b. All applicable building, life safety and energy codes
 - c. ADA regulations, and
 - d. Academic program requirements.
7. Design building spaces for:
 - a. Energy efficiency
 - b. Efficient space utilization
 - c. Flexibility
 - d. High indoor air quality and ventilation including point-of-source exhaust systems
 - e. State of the art mechanical systems and direct digital controls
 - f. Complete fire suppression systems, and
 - g. A contemporary telecommunications environment.
8. Provide full architectural/engineering services for the project including architectural, structural, mechanical, fire protection, electrical, telecommunications and audio/visual systems, interior design, furniture, fixtures and equipment (FF&E), scheduling, independent cost estimating, and construction administration services, all in accordance with the Minnesota State Colleges and Universities standard A/E contract. The information contained in the Predesign Report will be used as a starting point for the selected design team. Minnesota State Colleges and Universities may retain other specialty consultants to assist in the project.

NOTE: A roof design consultant designated by Minnesota State Colleges and Universities will be assigned to and become an integral part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

c. SERVICES PROVIDED BY OTHERS: The Owner will contract directly for, or arrange to provide:

1. Site property surveys
2. Geotechnical investigations and recommendations, and
3. Asbestos and hazardous materials surveys, design and abatement at the existing buildings, as required.

d. SPECIAL CONSIDERATIONS: Design Team Requirement: The design team shall have applicable prior experience in the design and construction of similar projects, in a college setting. The firm shall provide examples of current and recent higher education academic, vocational/building trades shop and teaching facilities, and smart classrooms design experience. The design team shall have proven experience in working with and directing the efforts of a college building advisory committee. The design team shall demonstrate their use of life cycle costing during the design process. Life cycle items to be addressed include, but are not limited to: energy efficiency, indoor air quality and ventilation, sustainability, and the maintainability of design, materials, and equipment.

A history of constructable design, meeting schedule deadlines, accurate cost estimating and designing within a project budget are critical criteria for selection of a designer. Quality control and complete, accurate and fully coordinated contract documents are an important element of the selected design team's services. A change order history of recent past projects and how the team proposes to address this issue should be provided as part of their submittal.

The design team shall provide examples of recently completed projects, including innovative solutions, for review by the selection committee. The design team shall provide a list of clients and involved contractors for similar projects done within the last five years including the names, addresses and phone numbers of contact persons.

The design team shall also:

1. Demonstrate prior experience with major remodeling projects involving vocational shops.
2. Include the *field* verification of all existing conditions, structures and building systems in their scope of basic services.
3. Evaluate existing building structural, mechanical and electrical systems to determine capabilities and capacities to support the proposed remodeling work.
4. Review, confirm and supplement the functional space program requirements for all affected areas.
5. Provide an inventory of all existing FF&E, especially affected building trades shops' machinery and equipment and plan, layout, design and procure all necessary new FF&E.
6. Provide interior design services, including identification and directional signage.
7. Provide telecommunications, data and security systems design and interface with the existing building systems of this type.
8. Assist in the preparation of project information to support the College's capital budget request submittal to the Minnesota State Colleges and Universities Board of Trustees and the 2004 Minnesota Legislature for construction funding.

e. **PROJECT BUDGET/FEEES:** The estimated total project cost is \$4,299,000.00 escalated to the mid-point of construction. This cost includes: all professional fees and reimbursable expenses, site investigations and surveys, hazardous materials removals design and abatement, building and site construction, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, art and inflation factors. The maximum design team fees are anticipated to be 9.0% of the budgeted construction cost plus reimbursable expenses. Final total fees will be negotiated with the selected design team.

The College intends to fund the design work through the Construction Documents Phase initially using local funds. The funds to complete the Bidding and Construction Phases are anticipated from the 2004 Legislative session.

f. **PROJECT SCHEDULE:** The following preliminary schedule is suggested:

<i>Schematic Design Phase:</i>	Begin July 2003, complete September 2003.
<i>Design Development Phase:</i>	Begin October 2003, complete January 2004.
<i>Construction Documents Phase:</i>	Begin February 2004, complete May 2004.
<i>Receive Bids:</i>	June 2004.
<i>Complete all Construction:</i>	July 2005.

g. **PROJECT PRE-DESIGN INFORMATION:** A Predesign Report was prepared Paulsen Architects in August 2001. A copy of this document is available for review at the Department of Administration in the State Architect's Office. For review, contact Terry Lewko at (651) 297-1545.

Copies of the Predesign Report document (on CD-R format) will be made available only to firms that are short-listed.

h. **PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S):** An informational meeting is scheduled for Wednesday, June 4, 2003, at 1:00 pm at the College, located at 1920 Lee Boulevard, North Mankato, MN 56003. All firms interested in this meeting should contact Richard Straka, VP of Finance and Operations at (507) 389-7206 or **email** at ricks@sctc.mnscu.edu, to sign up for the meeting.

i. **STATE DESIGNER SELECTION BOARD SCHEDULE:**

<i>Project Information Meeting and/or Site Visit:</i>	Wednesday, June 4, 2003, 1:00 p.m.
<i>Project Proposals Due:</i>	Monday, June 9, 2003, by 1:00 p.m.
<i>Project Shortlist:</i>	Tuesday, June 24, 2003
<i>Project Information Meeting for Shortlisted firms:</i>	None
<i>Project Interviews and Award:</i>	Tuesday, July 1, 2003

j. **PROJECT CONTACT (S)**

Questions concerning the project should be referred to:

Richard Straka
Vice President of Finance and Operations
South Central Technical College
1920 Lee Boulevard
North Mankato, MN 56003
(507) 389-7206 or,
email at ricks@sctc.mnscu.edu

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- 13 copies
- 8 ½ X 11, soft bound, portrait format
- Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- All pages numbered

3. PROPOSAL CONTENTS

a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

State Contracts

c. INFORMATION ON FIRM (S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsbc.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or Minnesota State Colleges and Universities operating funds, or by funding raised from the private sector or individuals by

state/user agencies or the Minnesota State Colleges and Universities; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the Minnesota State Colleges and Universities without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on **Web Site** <http://www.dsbc.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

d. CONTINGENCY FEES PROHIBITED

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of inter-

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est exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsb.admin.state.mn.us>.

h. Any changes in team members for the project requires approval by the State.

i. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Administration

State Designer Selection Board

Request for Proposals for Designer Selection for Minnesota State Colleges and Universities - Health Sciences Renovation at University Center Rochester - Rochester, Minnesota (Project 03-16)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 1:00 p.m. Monday, June 9, 2003 to:

Terry Lewko, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155
(651) 297-1545

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

1. PROJECT 03-16

a. **PROJECT DESCRIPTION:** Minnesota State Colleges and Universities (MnSCU) intends to retain a consultant design team to provide architectural and engineering consulting services for the design and construction of the Health Sciences Renovation of existing spaces at the University Center Rochester (UCR). The University Center Rochester campus is home to three institutions: Rochester Community and Technical College, Winona State University and the University of Minnesota; together representing both of Minnesota's higher education systems, the Minnesota State Colleges and Universities and the University of Minnesota, all combined at one campus in Rochester, Minnesota.

PROJECT SCOPE: The Health Sciences Renovation project consists of the remodeling of approximately 68,722 GSF of existing spaces at several locations on the campus. The existing Rockenbach Gymnasium will be converted into two levels by adding a new floor to provide additional space. All building components and systems in the gymnasium vicinity will be upgraded to accommodate the co-location of nursing and some Health Sciences programs and improve the spaces. The project also includes the renovation of several other spaces around the University Center Rochester main campus that will be vacated after programs move into the Rockenbach Gymnasium as well as safety upgrades in science labs.

The separate Heintz Center building located at the northwest corner of the campus will be remodeled to include an expanded community dental clinic and to create a new community primary care clinic that will provide student health care instruction as well as student clinical training opportunities. Exterior entrances at the Heintz Center building will be upgraded for improved identification, community access and to provide adjacent dedicated visitors parking.

The project also includes infrastructure and site improvements adjacent to the remodeled Rockenbach Gymnasium/new Health Sciences building. This will include reconfiguration of the entrance drive and parking areas, a main UCR campus west entry and drop-off, improved traffic and pedestrian circulation, upgraded site utilities and site lighting, building service drive and delivery entrance, plazas, walkways, outdoor classroom areas and related landscaping improvements.

b. REQUIRED CONSULTANT SERVICES: The selected design team shall:

1. Provide a comprehensive scope of services including Schematic Design (SD), Design Development (DD), and Construction Documents (CD) with Bidding and Construction Administration (CA) to follow when additional funding is available.
2. Develop project construction phasing and sequence plans to facilitate completion of all improvements.
3. Prepare all design documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State Colleges and Universities.
4. Demonstrate experience in the design and construction of institutional collegiate student services spaces, college classrooms, clinic facilities, science lab facilities, lab support, state-of-the-art telecommunications systems, nursing and dental labs, and similar spaces that are part of the program requirements.
5. Integrate the new and remodeled spaces of the Project with the existing facilities.
6. Complete all design, drawings and specifications in accordance with, as minimums:
 - a. Current Minnesota State Colleges and Universities Design Standards
 - b. All applicable building, life safety and energy codes
 - c. ADA regulations, and
 - d. Academic program requirements.
7. Design building spaces for:
 - a. Energy efficiency
 - b. Efficient space utilization
 - c. Flexibility
 - d. High indoor air quality
 - e. Complete fire suppression systems, and
 - f. A contemporary telecommunications environment to match current "smart" classrooms at UCR.
8. Provide full architectural/engineering services for the project including architectural, structural, mechanical, fire protection, electrical, telecommunications and audio/visual systems, civil, landscape architecture, interior design, furniture, fixtures and equipment (FF&E), scheduling, independent cost estimating, and construction administration services, all in accordance with the Minnesota State Colleges and Universities standard A/E contract. The information contained in the Predesign Report will be used as a starting point for the selected design team. Minnesota State Colleges and Universities may retain other specialty consultants to assist in the project.

NOTE: A roof design consultant designated by Minnesota State Colleges and Universities will be assigned to and become an integral part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

c. SERVICES PROVIDED BY OTHERS: The Owner will contract directly for, or arrange to provide:

1. Site property surveys
2. Geotechnical investigations and recommendations, and
3. Asbestos and hazardous materials surveys, design and abatement at the existing buildings, as required.

d. SPECIAL CONSIDERATIONS: Design Team Requirement: The design team shall have applicable prior experience in the design and construction of similar projects, in a college setting. The firm shall provide examples of current and recent higher edu-

State Contracts

education academic, medical teaching facilities, medical clinics, science laboratories and smart classrooms design experience. The design team shall have proven experience in working with and directing the efforts of a college building advisory committee. The design team shall demonstrate their use of life cycle costing during the design process. Life cycle items to be addressed include, but are not limited to: energy efficiency, indoor air quality, sustainability, and the maintainability of design, materials, and equipment.

A history of constructable design, meeting schedule deadlines, accurate cost estimating and designing within a project budget are critical criteria for selection of a designer. Quality control and complete, accurate and fully coordinated contract documents are an important element of the selected design team's services. A change order history of recent past projects and how the team proposes to address this issue should be provided as part of their submittal.

The design team shall provide examples of recently completed projects, including innovative solutions, for review by the selection committee. The design team shall provide a list of clients and involved contractors for similar projects done within the last five years including the names, addresses and phone numbers of contact persons.

The design team shall also:

1. Demonstrate prior experience with major remodeling projects involving multiple phases, sequences and locations.
2. Include the *field* verification of all existing conditions, structures and building systems in their scope of services.
3. Evaluate existing building structural, mechanical and electrical systems to determine capabilities and capacities to support the proposed new and remodeled work.
4. Provide civil engineers and landscape architectural design services to address all proposed site improvements west and north of the remodeled Rockenbach Gymnasium/new Health Sciences building
5. Review, confirm and supplement the functional space program requirements for all affected areas.
6. Provide an inventory of all existing FF&E and plan, layout, design and procure all necessary new FF&E.
7. Provide interior design services including interior and exterior identification and directional signage.
8. Provide telecommunications, data and security systems design and interface with the existing building systems of these types.
9. Assist in the preparation of project information to support the College's capital budget request submittal to the Minnesota State Colleges and Universities Board of Trustees and the 2004 Minnesota Legislature for construction funding.

e. PROJECT BUDGET/FEES: The estimated total project cost is \$11,870,000.00 escalated to the mid-point of construction. This cost includes: all professional fees and reimbursable expenses, site investigations and surveys, hazardous materials removals design and abatement, building and site construction, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, art and inflation factors. The maximum design team fees are anticipated to be 9.0% of the budgeted construction cost plus reimbursable expenses. Final total fees will be negotiated with the selected design team.

The College intends to fund the design work through the Construction Documents Phase initially using local funds. The funds to complete the Bidding and Construction Phases are anticipated from the 2004 Legislative session.

f. PROJECT SCHEDULE: The following preliminary schedule is suggested:

<i>Schematic Design Phase:</i>	Begin July 2003, complete September 2003.
<i>Design Development Phase:</i>	Begin October 2003, complete January 2004.
<i>Construction Documents Phase:</i>	Begin February 2004, complete May 2004.
<i>Receive Bids:</i>	June 2004.
<i>Complete Construction:</i>	November 2005.

g. PROJECT PRE-DESIGN INFORMATION: A Predesign Report was prepared by The Associated Architects, Inc. in January 2002. A Predesign Addendum to describe site infrastructure, a new entrance road and related landscape element improvements near the Rockenbach Gymnasium was prepared by Bonestroo, Rosene, Anderlik and Associates, Inc. in November 2002. An updated Predesign Report was assembled February 2003. A copy of this document is available for review at the Department of Administration in the State Architect's Office. For review, contact Terry Lewko at (651) 297-1545.

Copies of the Predesign Report document (on CD-R format) will be made available only to firms that are short-listed.

h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S): An informational meeting is scheduled for Tuesday, June 3, 2002, at 2:00 p.m. at the University Center Rochester, located at 851 30th Avenue SE, Rochester, MN 55904. All firms interested in this meeting should contact Nirmala Kotagal, Dean of Health Sciences at (507)- 280-2816 or **email** at nirmala.kotagal@roch.edu, to sign up for the meeting.

i. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:

Tuesday, June 3, 2003, 2:00 p.m.

Project Proposals Due:

Monday, June 9, 2003, by 1:00 p.m.

Project Shortlist:

Tuesday, June 24, 2003

Project Information Meeting for Shortlisted firms:

None

Project Interviews and Award:

Tuesday, July 1, 2003

j. PROJECT CONTACT (S)

Questions concerning the project should be referred to:

Nirmala Kotagal, Ph.D.

Dean of Health Sciences

Rochester Community and Technical College

(507) 280-2816 or,

email at nirmala.kotagal@roch.edu, or

Marilyn Hansmann

Director of Finance and Facilities

Rochester Community and Technical College

(507) 285-7214 or,

email at marilyn.hansmann@roch.edu

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.

2. PROPOSAL REQUIREMENTS

- a. 14 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

3. PROPOSAL CONTENTS

a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

c. INFORMATION ON FIRM (S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project

State Contracts

- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)
- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or Minnesota State Colleges and Universities operating funds, or by funding raised from the private sector or individuals by state/user agencies or the Minnesota State Colleges and Universities; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the Minnesota State Colleges and Universities without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

5. CONTRACT REQUIREMENTS

a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on **Web Site** <http://www.dsbcb.admin.state.mn.us>, click on forms.

b. CONFLICTS OF INTEREST

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

c. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

d. CONTINGENCY FEES PROHIBITED

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

e. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

State Contracts

f. STATE EMPLOYEES

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

g. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on **Web Site** <http://www.dsbc.admin.state.mn.us>.

h. Any changes in team members for the project requires approval by the State.

i. All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Children, Families and Learning

Notice of Request for Proposals to Evaluate and Provide Technical Assistance of Federal Program "No Child Left Behind," Part A and B

The Department of Children, Families and Learning is soliciting proposals from qualified parties to evaluate and provide technical assistance and training to support evaluation of school and community-based programs funded by the federal U.S. Department of Education's *No Child Left Behind Act, Title IV, Part A & B*.

The Department of Children, Families and Learning has estimated the cost of this project should not exceed \$50,000 per year, not to exceed \$100,000 over the contract period.

The anticipated project period is August 1, 2003 to July 31, 2005

For a complete copy of the Request for Proposals, please contact Carol Thomas Department of Children, Families and Learning, 1500 Highway 36 West, Roseville, Minnesota 555113, **telephone** (651) 582-8453, **fax** (651) 582-8499, **E-mail** Carol.Thomas@state.mn.us.

Responses are due by 3:00 P.M. June 23, 2003. **Late proposals will not be considered.** Fax or E-Mail proposals will *not* be considered.

In compliance with *Minnesota Statutes* § 16C.07 the availability of this contract opportunity is being offered to state employees. The Department will evaluate the responses of any state employee along with other responses to this Request for Proposals.

This request does not obligate the State to award a contract or complete the work contemplated in this notice. The State reserves the right to cancel this solicitation if it considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Colleges and Universities, Minnesota State (MnSCU)

Request for Bid: Print and Fulfillment of Go Places Publications

The Office of the Chancellor is requesting bids from qualified vendors for the printing and fulfillment of Go Places publications (110,000 booklets, 10,000 posters and 120,000 reply cards).

Specifications are available by contacting Chris McGing, Minnesota State Colleges and Universities, 500 World Trade Center, 30 East 7th Street, St. Paul, Minnesota 55101, **phone** (651) 297-2720, or **email** christine.mcging@so.mnscu.edu. Sealed bids must be received by Thursday, June 5, 2003, 2:00 pm.

This request does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest.

Colleges and Universities, Minnesota State (MnSCU)**Bemidji State University****Notice of Request for Sealed Bids for Dormitory Desk Chairs**

NOTICE IS HEREBY GIVEN that Bemidji State University will receive sealed bids for 300 Dormitory Desk Chairs. Bid specifications will be available May 27, 2003, from the Bemidji State University Purchasing Office, Box 8, 1500 Birchmont Drive NE, Bemidji, MN 56601, **telephone** (218) 755-2044, **e-mail:** blindell@bemidjistate.edu

Sealed bids must be received by Belinda Lindell, Director of Logistical Services, Bemidji State University, Box 8, 1500 Birchmont Drive NE, Bemidji, MN 56601, by 3:00 PM, Friday, June 13, 2003.

Bemidji State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Colleges and Universities, Minnesota State (MnSCU)**Bemidji State University****Notice of Request for Sealed Bids for Dormitory Loft Beds and Loft Adapter Kits**

NOTICE IS HEREBY GIVEN that Bemidji State University will receive sealed bids for 400 junior loft beds and 200 loft adapter kits for existing beds. Bid specifications will be available May 27, 2003, from the Bemidji State University Purchasing Office, Box 8, 1500 Birchmont Drive NE, Bemidji, MN 56601, **telephone** (218) 755-2044, **e-mail:** blindell@bemidjistate.edu

Sealed bids must be received by Belinda Lindell, Director of Logistical Services, Bemidji State University, Box 8, 1500 Birchmont Drive NE, Bemidji, MN 56601, by 2:00 PM, Friday, June 13, 2003.

Bemidji State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Colleges and Universities, Minnesota State (MnSCU)**Bemidji State University****Notice of Request for Sealed Bids for 500 Mattresses**

NOTICE IS HEREBY GIVEN that Bemidji State University will receive sealed bids for 500 mattresses. Bid specifications will be available May 27, 2003, from the Bemidji State University Purchasing Office, Box 8, 1500 Birchmont Drive NE, Bemidji, MN 56601, **telephone** (218) 755-2043, **e-mail:** blindell@bemidjistate.edu .

Sealed bids must be received by Belinda Lindell, Director of Logistical Services, Bemidji State University, Box 8, 1500 Birchmont Drive NE, Bemidji, MN 56601, by 2:00 PM, Wednesday, June 11, 2003.

Bemidji State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Colleges and Universities, Minnesota State (MnSCU)**Request for Bids Replication of Current Digital Satellite Uplink and Support**

NOTICE IS HEREBY GIVEN that a request for bids is being solicited to provide replication of current digital satellite uplink and support services with such services to include digital uplink, provision of a transmission pathway from the requester production studios to the uplink site, receive capability, HELP DESK support, engineering services, and operational support.

Proposals are due on June 10, 2003, no later than 1:00 PM CDT.

For further information, or to request a copy of the Request for Bids document, please contact via e-mail: Dr. Penelope L. Dickhudt, 500 Wells Fargo Place, 30 East 7th Street, St. Paul, MN 55101. This is the only person designated to answer questions regarding this request. All requests and/or questions shall be submitted to the e-mail address provided above.

This request for bids does not obligate the State to complete the proposed project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

State Contracts

Colleges and Universities, Minnesota State (MnSCU)

Winona State University

Request for Sealed Proposals for a New Cable TV Service Contract

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed proposals for a new Cable TV services contract. Proposal specifications will be available May 27, 2003 from the Winona State University Purchasing Department, P.O. Box 5838, 205 Somsen Hall, Winona, MN 55987 or by calling (507) 457-5067 or (507) 457-5419.

Sealed proposals must be received by Sandra Schmitt at P.O. Box 5838, or at 175 W. Mark St., Somsen 205G, Business Office, Winona State University, Winona, MN 55987 by 2:00 p.m., June 13, 2003.

Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Colleges and Universities, Minnesota State (MnSCU)

Winona State University

Request for Sealed Bids for a Trane Energy Management System Annual Service Contract

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for a Trane Energy Management System Annual Service contract.

Bid specifications will be available April 27, 2003 from the Winona State University Purchasing Department, P.O. Box 5838, 205 Somsen Hall, Winona, MN 55987 or by calling (507) 457-5067 or (507) 457-5419.

Sealed bids must be received by Sandra Schmitt at P.O. Box 5838, or at 175 W. Mark St., Somsen 205G, Business Office, Winona State University, Winona, MN 55987 by 2:00 p.m., June 11, 2003.

Winona State University reserves the right to reject any or all bids and to waive any irregularities or informalities in bids received.

Department of Finance

Budget Division

State Budget System Upgrade Request for Information

Purpose

This request for information (RFI) is intended to gather information from vendors about off-the-shelf information technology system(s) for state budgeting; and the tasks and level of effort necessary to implement and maintain the system(s). The Department of Finance intends to use this information to formulate a strategy for future development efforts for the budget system. No award contract will be issued based on the information being gathered.

The information system plays a critical role in maintaining accurate expenditure and revenue estimates in a highly dynamic decision making process.

The state's current information system produces fiscal and narrative detail for the Governor's budget request and includes a highly flexible multi-query reporting function. However, the system does not adequately present summary information for executive branch decision-making. In addition, improvements are needed to manage information between the executive and legislative branches so that each has similar tools, budget formats, and can track comparisons with targets or state fund balances.

We are interested in learning more about solutions that either encompass the entire budget system or could be used as an enhancement to the existing system.

Budgeting Functions and Needs

The state's budget office is expected to deliver information and documents to assist in decision-making. Overall activities of the budget office include:

- Generating the Governor's budget document with fiscal and narrative detail on source and use of funds
- Tracking appropriations against targets and fund balances in both the executive and legislative budget process
- Generating briefing documents for the executive branch decision making process
- Calculating statewide costs driven by common policies (e.g., personnel services, inflation)
- Supporting agency budget planning and workforce management
- Providing detailed fund balance information to decision makers and the public and

- Analyzing dedicated and non-dedicated receipts and their associated expenditures

The primary users of the budget information system - analysts in the Department of Finance, budgets staff in state agencies, and legislative staff - have more specific needs.

Our review of vendor responses will focus on specific functions available to meet these user needs. Required functions within an upgraded budget system include the following:

- Tracking decisions through multiple stages of budget development
- Tracking multiple fund sources
- Tracking one (or possibly two) actual years, current year, two budget years and two long-range planning years
- Incorporating detailed expenditure, revenue, and personnel data from state data warehouse
- Generating fund balance statements at total fund and account levels
- Comparing available funds to targets (scenario planning)
- Recognizing differences in appropriation and revenue types
- Integrating fiscal and narrative data into budget presentation
- Breaking out appropriations into lower levels of expenditure detail, such as grants or compensation
- Tracking all budget elements flexibly, allowing for different bill or agency coding, as needed
- Managing production of printed and web budget documents centrally
- Providing user-defined reports

In addition to these required functions, desirable components include the following:

- Budgeting personnel costs with ability to assess impact of statewide policies
- Supporting separate use by agencies, governor, and legislative staff
- Organizing expenditure data by appropriation and budget structure
- Integrating graphs and charts onto fiscal reports
- Budgeting capital budget items or fiscal notes of new legislation
- Presenting history data alongside budget year data
- Automating reports showing dedicated and non-dedicated receipts and their associated expenditures

Request for Information

The objective of this RFI is to gain insight into the types of software available in this area and to gain an understanding of the approximate cost and level of effort needed to implement and maintain software packages in our environment. In order to achieve this objective, we are asking vendors to provide information about how off-the-shelf budget software could be used to meet the state's functional requirements:

- Technical requirements of the new software
- Assistance available to train system users and information technology staff
- What system documentation and ongoing support is available, and
- Cost and time requirements for the vendor and state staff to implement the software

Responder's Statement of Qualifications

A brief overview of the company's qualifications and short descriptions of previous projects supporting large governmental budgeting systems (including client names) is desired.

Inquiries

All inquiries should be directed to the Department of Finance c/o Jim Schowalter (james.schowalter@state.mn.us), Robyn Rupp (robyn.rupp@state.mn.us), or Stephanie Lenhart (stephanie.lenhart@state.mn.us).

Background on Budget Process

Minnesota operates on a biennial budget. Revenue and expenditure estimates are used to develop a budget for the next biennium. In addition, planning estimates for the following biennium are used to highlight situations where potential discrepancies between future revenues and future expenditures might create fiscal problems. Detailed accounting and personnel data is available in a statewide data warehouse.

Currently, the budget information system is loaded with historical and current year spending data from the data warehouse. This forms the starting point for future budgets, which include this base level of funding plus or minus base adjustments and decision items. Estimates of total expenditures, revenues, and funds available for new initiatives (fund balance) are generated in separate spreadsheets that are not linked to this budget system. In addition, the legislature tracks its budget proposals using separate spreadsheets.

Separate modules in this budget information system have been developed to manage the capital budget process and fiscal note process.

State Contracts

Because the state operates on a biennial budget, the budget system is loaded once every two years and does not assist in producing budget documents, tracking decisions, or creating fund balance statements in the "off-budget" year. In those years, information is taken directly from the information warehouse and other sources. It is hoped that new software tools might allow for more similar information flows in biennial and supplemental budget years.

Technical Environment

The current system is "homegrown." It was developed using Oracle Developer 2000 and Visual Basic 6.0 tools and is deployed in a client-server environment. The data resides in an Oracle 8i relational database and is stored on a large IBM RS6000 running AIX. Reports are generated utilizing either Oracle reports on the IBM server or through Visual Basic on a Compaq server running NT. Approximately 300 users access the system through TCP/IP and the state network.

Submission Instructions

We request that vendors respond to this RFI prior to June 6. Demonstrations of software packages are encouraged. Appointments for any demonstrations will be scheduled once all responses have been received. Materials related to this request for information should be sent to:

Jim Schowalter
Robyn Rupp
Stephanie Lenhart
MN Department of Finance
658 Cedar Street
St. Paul, MN 55155

Minnesota Historical Society

Notice of Request for Proposals for Exhibit Demolition, Construction, Painting, Flooring and Acoustic Installation

The Minnesota Historical Society (Society) is seeking proposals from qualified and experienced vendors for exhibit space preparation. The work includes demolition, construction, painting, flooring and acoustic installation. The new exhibit called "Going Places" The Mystique of Mobility, traces how the American passion for mobility has shaped life in Minnesota for nearly 200 years. Where have we gone? Where are we going? The exhibit provides a place to travel back through time to celebrate the promise of the new, to reflect on the consequences of the past, and to debate and dream ways of moving transportation forward into the 21st century. Going Places will replace an exhibit currently in the B gallery. The 4,000 sq. ft. gallery space will tentatively be available for Exhibit Demolition by August 18, 2003. Bidders of this package must have their work substantially completed by September 12, 2003.

A **MANDATORY** pre-bid informational meeting will be held on Monday, June 9, 2003 at 9:00-11:00 a.m. in the Exhibits Department Conference Room of the Minnesota Historical Society. The address is 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. The exhibits conference room is located on the 4th floor.

Proposals must be submitted in the format provided for in the Request for Proposals. Proposals must be received no later than 2:00 p.m. Central Time, Thursday, June 19, 2003. Late proposals will not be considered.

The Request for Proposals is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN 55102. **Telephone** (651) 297-5863 or **e-mail** chris.bonnell@mnhs.org.

Dated: May 26, 2003

Minnesota Historical Society

Notice of Request for Proposals for Exhibit Wall Treatment Fabrication

The Minnesota Historical Society (Society) is seeking proposals from qualified vendors experienced in the fabrication and installation of museum scenic exhibitry to fabricate and install dimensional wall treatments for a new exhibit at the Minnesota History Center. The new exhibit called "Going Places" The Mystique of Mobility, traces how the American passion for mobility has shaped life in Minnesota for nearly 200 years. Where have we gone? Where are we going? The exhibit provides a place to travel back through time to celebrate the promise of the new, to reflect on the consequences of the past, and to debate and dream ways of moving transportation forward into the 21st century. Going Places will replace an exhibit currently in the B gallery. The 4,000 sq. ft. gallery space will tentatively be available for Exhibit Demolition by August 18, 2003. Bidders of this package must have their work substantially completed by September 12, 2003.

A **MANDATORY** pre-bid informational meeting will be held on Wednesday, June 4, 2003 at 9:00-11:00 a.m. in the Exhibits Department Conference Room of the Minnesota Historical Society. The address is 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. The exhibits conference room is located on the 4th floor.

Proposals must be submitted in the format provided for in the Request for Proposals. Proposals must be received no later than 2:00 p.m. Central Time, Friday, June 20, 2003. Late proposals will not be considered.

The Request for Proposals is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN 55102. **Telephone** (651) 297-5863 or **e-mail** chris.bonnell@mnhs.org.

Dated: May 26, 2003

Minnesota Department of Human Services

Health Care Operations Division

Notice of Availability of Request for Proposals (RFP) for Medicare Revenue Enhancement Advocate Assistant

The Minnesota Department of Human Services is seeking a qualified individual to act as advocate assistant for Medicare Revenue Enhancement Program (MREP), reviewing and appealing inappropriately denied medicare coverage in skilled nursing facilities, home health services, rehabilitation services, durable medical equipment and supplies, and, to provide consultation to the DHS in all areas of medicare, including coverage and payment.

A complete copy of the RFP may be obtained by contacting Sandy Triemert at sandy.triemert@state.mn.us.

Questions regarding this RFP may be submitted via Email only to Sandy Triemert no later than 2:30 p.m., June 6, 2003.

All proposals must be received no later than 2:00 p.m. on June 25, 2003, in the manner specified in the RFP document.

Office of the Revisor of Statutes

Notice of Request for Indexing Services

NOTICE IS HEREBY GIVEN that the Office of the Revisor of Statutes is seeking indexing services for the *Minnesota Statutes* publication during the period July 1, 2003 to June 30, 2004.

Statutory indexing experience, computer keyboarding facility, and familiarity with standalone indexing programs such as CINEDEX are prerequisites to performing the services. Where current contractors have at least equal qualifications, they will be given preference in order to maintain program consistency and stability. Contractors are expected to provide their own computer equipment and stand-alone indexing software, which must be compatible with the Revisor's indexing system.

The revisor's office reserves the right to award all, a part, or none of the above described contract. Responses must be received by the Office of the Revisor of Statutes by Friday, June 20, 2003.

Direct Inquiries and responses to:

Maryann Corbett
Office of the Revisor of Statutes
700 State Office Building
100 Rev. Dr. Martin Luther King Jr. Boulevard
St. Paul, MN 55155
(651) 296-2868
TDD use State Relay Services: 1-800-627-3529

Department of Transportation

Program Support Group

Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the

State Contracts

Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available at this time. Following the advertisement of a particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and application forms are available on Mn/DOT's **web site** at <http://www.dot.state.mn.us/consult>

Send completed application material to:

Robin Valento
Pre-Qualification Administrator
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680
St. Paul, MN 55155

Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

Department of Transportation Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult.

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Metropolitan Council

Notice of Request for Proposals (RFP) for Employment and Human Resources Legal Services Contract 03P050

The Metropolitan Council is requesting proposals for the performance of legal services related to employment and human resources legal services. The legal services will involve representing the Metropolitan Council on an organization-wide basis and providing legal advice on employment and human resources matters. In addition to performing its historical regional planning and coordinating activities, the Metropolitan Council operates and maintains regional transit systems and the metropolitan sewer disposal system. The term of the contract will be up to three years with a possible fourth year.

A tentative schedule for the project is as follows:

<i>Issue Request for Proposals</i>	May 27, 2003
<i>Receive Proposals</i>	June 17, 2003
<i>Contract Negotiated, executed, Notice Proceed</i>	July, 2003

All firms interested in being considered for this project and desiring to receive an RFP package are invited to submit a written

request for the RFP to:

Amanda Houston
Metropolitan Council
Mears Park Centre
230 E. Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
E-mail: amanda.houston@metc.state.mn.us

Metropolitan Council

Notice of Request for Proposals (RFP) for Workers Compensation Legal Services Contract 03P049

The Metropolitan Council is requesting proposals for the performance of legal services related to workers compensation. The legal services will involve representing the Metropolitan Council on an organization-wide basis and providing legal advice on workers compensation matters. In addition to performing its historical regional planning and coordinating activities, the Metropolitan Council operates and maintains regional transit systems and the metropolitan sewer disposal system. The term of the contract will be up to three years with a possible fourth year.

A tentative schedule for the project is as follows:

<i>Issue Request for Proposals</i>	May 27, 2003
<i>Receive Proposals</i>	June 17, 2003
<i>Contract Negotiated, executed, Notice Proceed</i>	July, 2003

All firms interested in being considered for this project and desiring to receive an RFP package are invited to submit a written request for the RFP to:

Amanda Houston
Metropolitan Council
Mears Park Centre
230 E. Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
E-mail: amanda.houston@metc.state.mn.us

Metropolitan Council

Request for Proposals (RFP): Labor Relations Services - ATU

Metropolitan Council RFP / Contract Number 03P023

The Metropolitan Council is requesting proposals for negotiating services to assist the Council's negotiation team in collective bargaining efforts for a labor agreement between the Council and the Amalgamated Transit Union (ATU). These services may include the development of collective bargaining strategies, review of union proposals, providing expert advice to the Council, and providing assistance with Mediation and/or interest arbitration.

All firms interested in receiving an RFP Package are invited to submit an e-mail or written request to:

Auburn Dees, Purchasing Agent
Contracts and Procurement Unit
Metropolitan Council Environmental Services
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1655
Fax: (651) 602-1083
E-mail: auburn.dees@metc.state.mn.us

NOTE: The RFP is *not* available in electronic form.

Metropolitan Council

Notice of Request for Proposals for Metropolitan Wastewater Treatment Plant Disinfection System Modifications

RFP No. 02P105

NOTICE IS HEREBY GIVEN that the Metropolitan Council requests proposals to provide architectural and engineering design, construction support, training and o/m manual preparation services for the replacement of the existing effluent chlorination and dechlorination with bulk sodium hypochlorite and sodium bisulfite facilities at the Metropolitan Wastewater Treatment Plant (MWWTP). The MWWTP is a 250 MGD sewage treatment plant located at 2400 Childs Road, St. Paul, MN.

The work also includes related:

- 1.) Limited demolition of existing facilities;
- 2.) Provision of standby power;
- 3.) Replacement of ancillary chlorination facilities;
- 4.) Structural analysis of the deck over the main interceptors carrying sewage to the plant; and
- 5.) Participation in project coordination with key stakeholders.

The anticipated project schedule is:

Issue RFP	May 20, 2003
Receive Proposals	June 19, 2003
Issue Notice to Proceed	August 23, 2003
Complete Design	January 2004
Complete Construction	January 2005

All firms interested in this project should provide a written request for a copy of the RFP through:

Amanda Houston, Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
Mears Park Centre
230 E. Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1585
Fax: (651) 602-1138
E-mail: amanda.houston@metc.state.mn.us

This project may be funded in part by local funds, fee-based revenue or PFA funds, to which federal rules apply.

ServeMinnesota

Notice of Availability of Funds for Planning Grants

SUMMARY: ServeMinnesota announces the availability of approximately \$300,000 in fiscal year 2003 funds for eligible non-profit and government organizations for AmeriCorps planning grants. The purpose of these planning grants is to assist communities in the planning necessary for the utilization of AmeriCorps and community volunteers as a strategy to address critical needs in specific issue areas. Organizations receiving funds under this notice must be committed to developing AmeriCorps programs. The funds are available for these planning grants through the Corporation for National and Community Service's formula allocated to Minnesota.

ServeMinnesota anticipates making between 10 and 20 grants under this announcement, with the minimum grant level of \$5,000 and the maximum grant level of \$50,000. Applicants must provide 33% as matching funds (cash or in-kind) from non-federal sources. ServeMinnesota will make awards covering a period not to exceed twelve (12) months. ServeMinnesota encourages all interested faith-based and community based organizations to apply.

DATES: The deadline for applications to be received is 5 p.m., Central Daylight Saving Time on July 9, 2003. We anticipate announcing selections under this Notice no later than August 1, 2003. Grants will be awarded effective September 1, 2003 to conclude August 31, 2004.

ADDRESSES: Applications are to be submitted to the following address: ServeMinnesota, 431 South Seventh Street, Suite 2540, Minneapolis, MN 55415

FOR FURTHER INFORMATION CONTACT: For complete details and to download the application go to the ServeMinnesota **website:** www.serveminnesota.org and click on "Funding." Upon request, this information will be made available in alternate formats for people with disabilities.

Non-State Contracts & Grants

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call BIS Coordinator at (612) 625-5534.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

Minnesota's Bookstore



DNR Lake Depth Maps

Standard Bond Paper \$5 each
Teslin (waterproof, tear-resistant fiber) \$7 each

With very few exceptions, all lake depth maps listed are available on your choice of waterproof fiber or paper. Due to size, a few maps are not available on waterproof (teslin) fiber. These lakes are noted with a ♦ next to the stock number.

Note: If your lake is one of several of the same name in one county, give range and township number if known, or the name of the nearest town.

TO ORDER: Use the enclosed order form or call Minnesota's Bookstore toll-free at 1-800-657-3757 or in the metro area (651) 297-3000. Prepayment is required. Printed lake maps are not returnable, so please be sure you receive the correct lake map by including the following information with your order:

- * Name of lake
- * County
- * Stock number
- * Specify either teslin or bond paper
- * OPTIONAL - request mailing tube \$1 in space provided on order blank. Your map order will be folded for mailing unless requested otherwise.

Minnesota's Bookstore also has a large selection of river maps, special lake maps and map sets. For more information, visit our website at www.minnesotasbookstore.com or call for a free brochure.

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117 University Ave., Room 110A
St. Paul, MN 55155
(651) 297-3000
1-800-657-3757
www.minnesotasbookstore.com

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St. Paul, MN 55155

